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SHORTHAND



Graham-Pitmanic

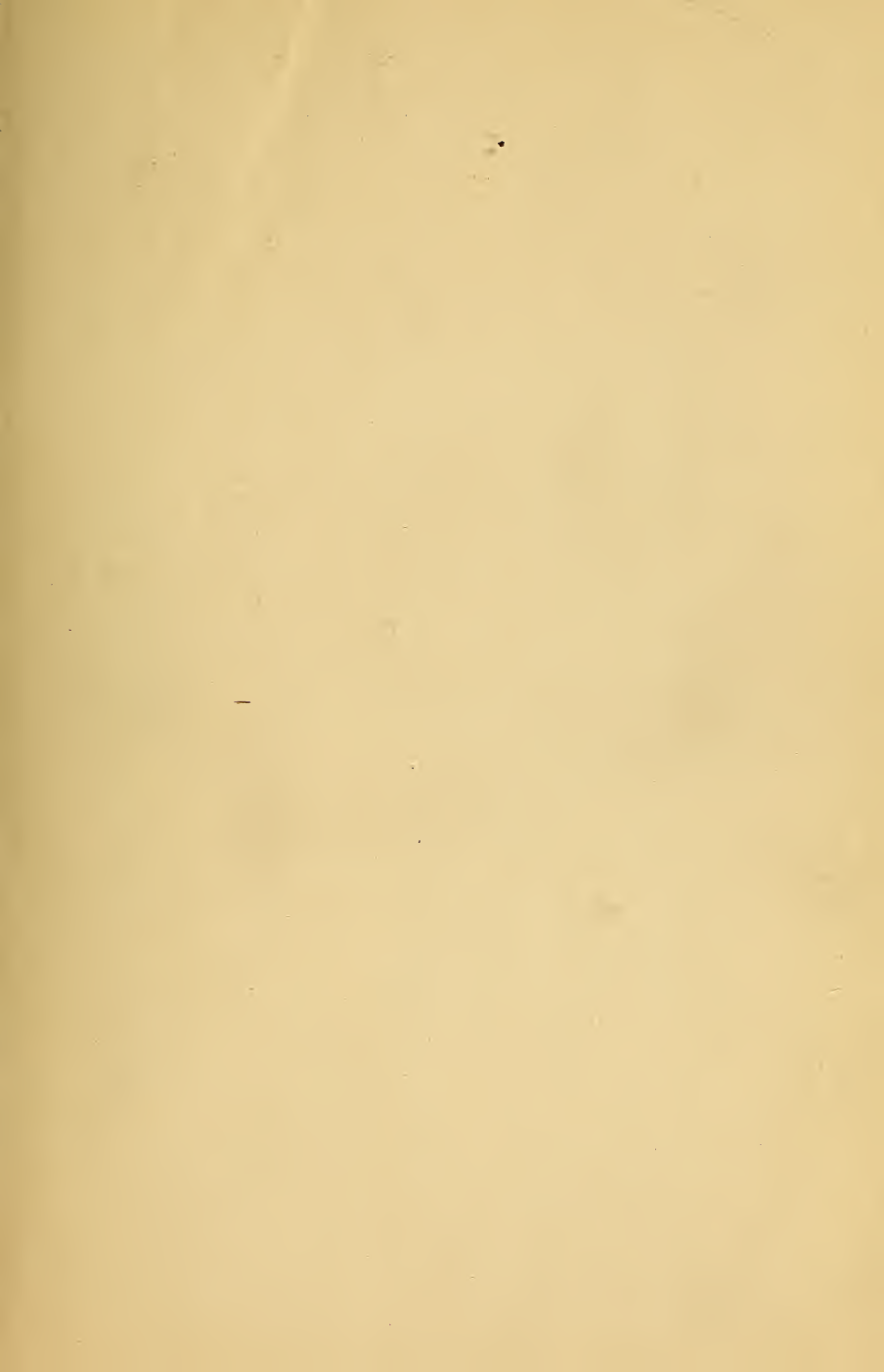


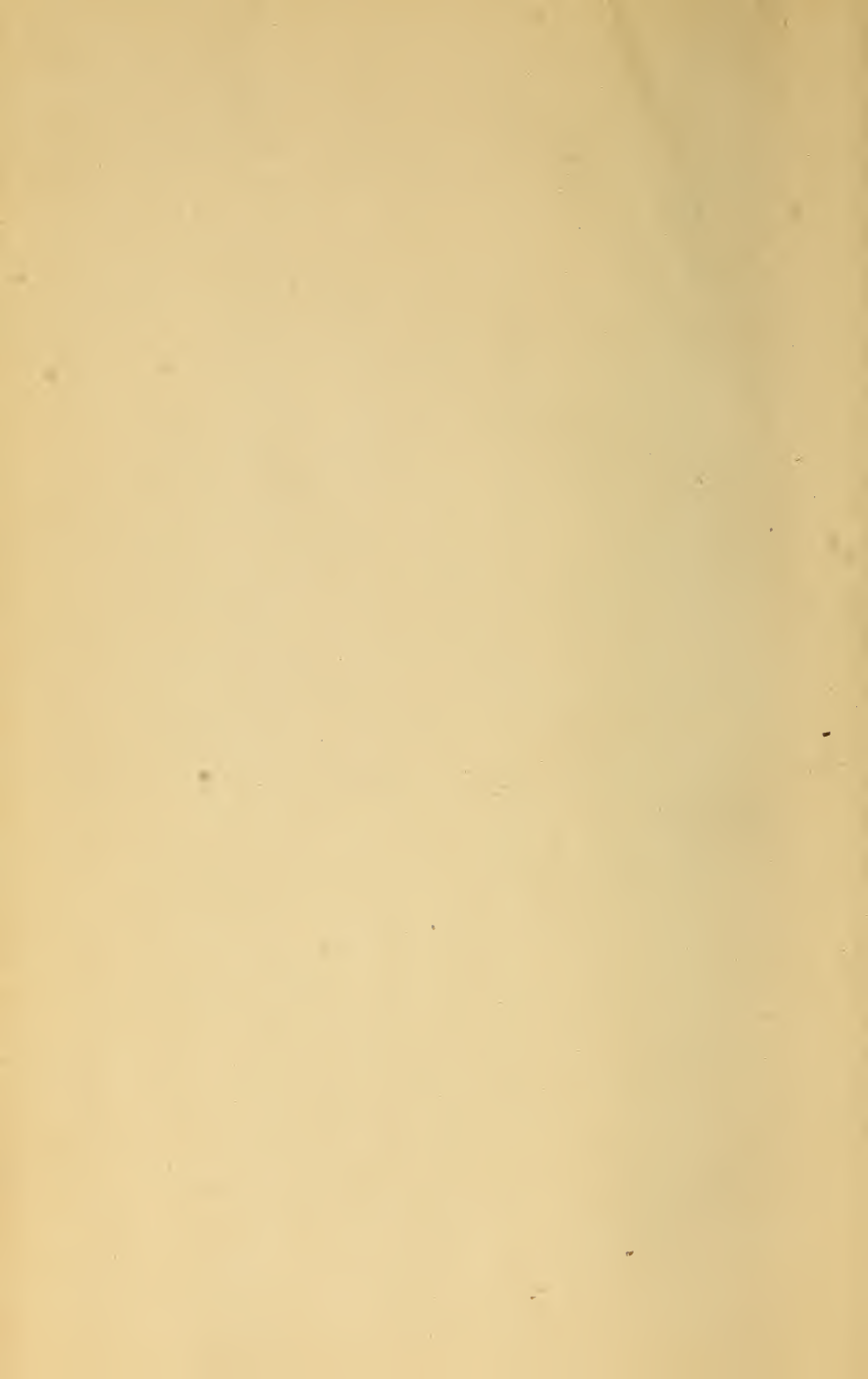
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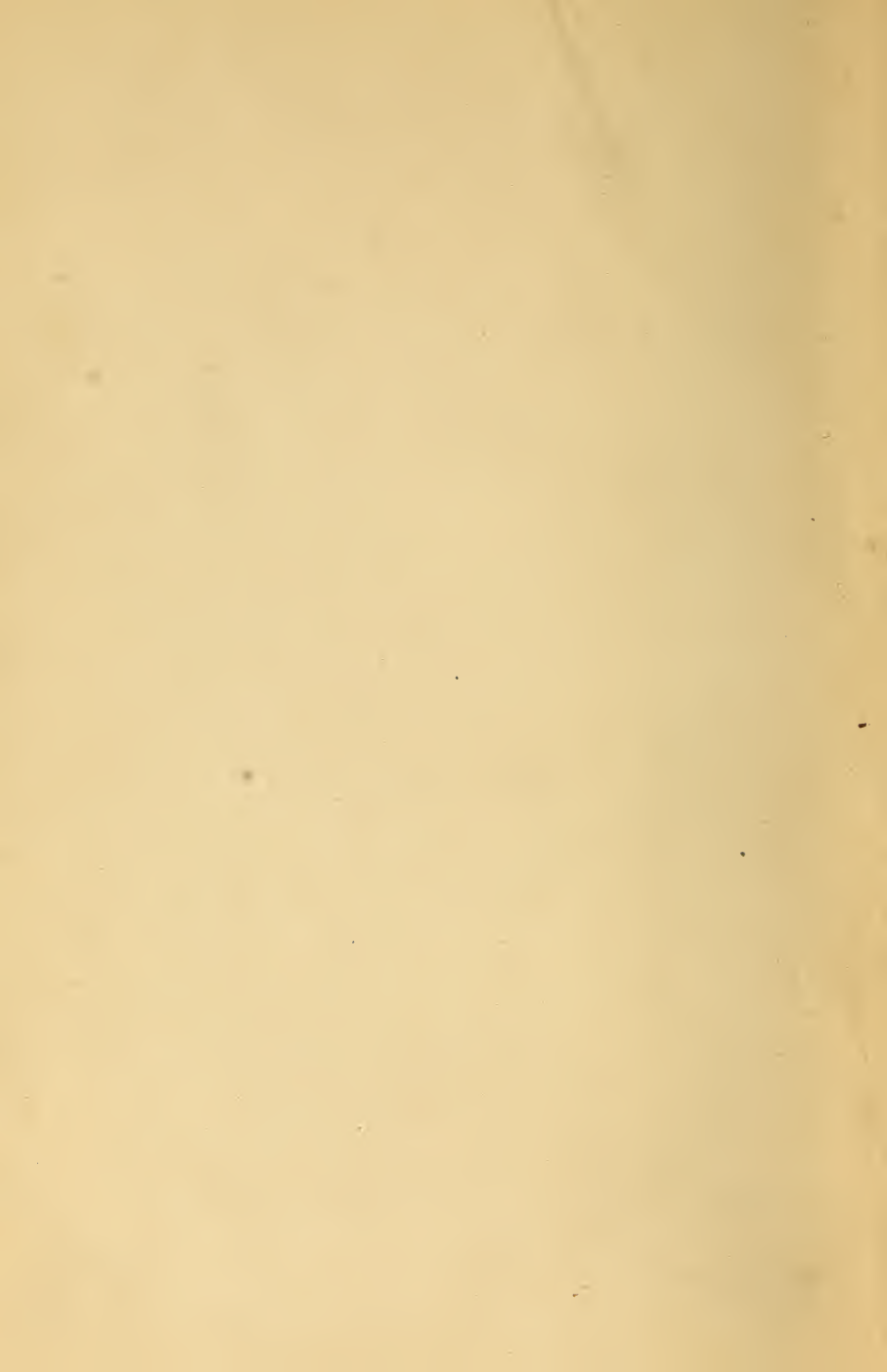
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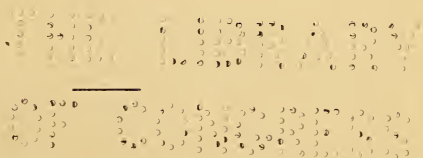
GRAHAM-PITMANIC SHORTHAND

A Complete, Scientific and Practical Presentation of Andrew J.
Graham's Modification of the Pitmanic System
of Shorthand.

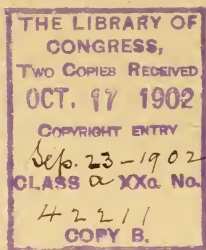
BY

CARRIE A. CLARKE

Ex-Official Reporter of the Ninth Judicial District of the State of Iowa,
Secretary and Treasurer of the Iowa Shorthand Reporters' Association,
Secretary of the Iowa Commercial Teachers' Association,
Member of the National Shorthand Association,
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PREFACE

After some twenty years of writing and teaching shorthand, the difficulties surrounding the learning of shorthand from Graham's voluminous **HAND BOOK OF STANDARD PHONOGRAPHY** led to the compilation of this volume.

As the title of the book indicates, this is not a new system of shorthand, but the treatment of the subject differs in that the order of presentation of principles is new, the unnecessary rules have been eliminated, legibility and brevity have been combined, and the lessons are fewer in number.

In Graham's *Hand Book* two styles are taught: first the Corresponding and then the Reporting, necessitating many hours of extra drill to overcome habits formed in the beginning of the work. In this book, Graham-Pitmanic Shorthand, the outline and position of the words are not changed, but the words are written at the commencement of the study just as they are written by the expert shorthand reporter.

The new principles are introduced according to rules of pedagogy, following the laws of nature in the formation of habit and development of manual dexterity; hence, as fewer obstacles are to be overcome, the length of time in acquiring a practical working knowledge of the art is greatly lessened.

The aim has been to make shorthand easy to learn, easy to write, and easy to read, and at the same time sufficiently rapid to meet the requirements of the amanuensis, the general reporter, the court reporter, the congressional reporter.

Each lesson presents a separate principle, contains one hundred words in shorthand to be read, one hundred words in longhand to be written, and two groups of sentences and phrases, to be read and written, embracing and demonstrating the practical use and application of these words, phrases and sentences. Thus early in the acquiring of the art the student's mind is imbued with the thought that the first lessons are as important and practical as are the last.

The shorthand illustrations and reading exercises are photo-engraved from original pen and ink copies executed by Mr. I. H. Carothers. They contain more life than hand-engraved notes, and, therefore, are better for both teacher and learner.

The repeated copying of each example and exercise so beautifully and correctly written is excellent training for both the eye and hand and forms the habit of making neat, accurate, and legible outlines.

The lessons being graded on the 100 per cent basis, makes the book especially efficacious in the public schools, and the exercises in the book being culled from practical letters embracing words from many lines of business, makes it just the book for commercial colleges.

The rules to be learned are few in number, and yet so comprehensive and explicit, that one can learn the art without instruction from a teacher; although as is natural, inspiration gained from contact of the teacher's mind with the mind of the student, incites greater and more continued energetic effort on the part of the student.

This book is dedicated to the memory of Mrs. Agnes B. Martin-Cloud, my friend, companion and co-worker.

Graham's Phonographic Dictionary is cited as authority for all outlines, signs, and phrases, and Webster's International Dictionary for pronunciation and accent.

Fraternally,

CARRIE A. CLARKE.

Des Moines, Iowa, 1902.

CONSONANT STROKES.

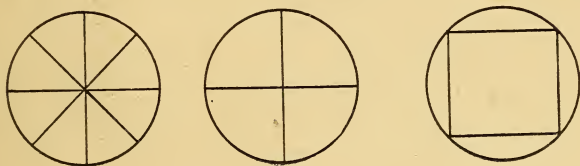
EXAMPLES OF SOUND.

STROKE.	LETTER.	INITIAL.	FINAL.	NAME.
\	P.	<i>pay</i>	<i>top</i>	Pee.
\	B.	<i>beat</i>	<i>tub</i>	Bee.
	T.	<i>tame</i>	<i>omit</i>	Tee.
	D.	<i>dare</i>	<i>red</i>	Dee.
/	Ch.	<i>chair</i>	<i>latch</i>	Chay.
/	J.	<i>just</i>	<i>edge</i>	Jay.
—	K.	<i>kind or can</i>	<i>mock</i>	Kay.
—	G.	<i>gain</i>	<i>log</i>	Gay.
\	F.	<i>fame</i>	<i>knife</i>	Ef.
\	V.	<i>vote</i>	<i>knave</i>	Vee.
(Th.	<i>thin</i>	<i>wreath</i>	Ith.
(Th.	<i>them</i>	<i>lathe</i>	Dhee. (Thee)
)	S.	<i>see</i>	<i>chaos</i>	Es.
)	Z.	<i>zeal</i>	<i>ooze</i>	Zee.
/	Sh.	<i>she</i>	<i>dash</i>	Ish or Shay.
/	Zh.	<i>azure</i>	<i>rouge</i>	Zhay.
/ (up)	L.	<i>lie</i>	<i>fuel</i>	Lay or El.
\	R.	<i>room</i>	<i>fire</i>	Ar.
/ (up)	R.	<i>rake</i>	<i>fury</i>	Ray
(M.	<i>me</i>	<i>mum</i>	Em.
(Mp. or Mb.		<i>jump</i>	Emp or Emb.
(N.	<i>no</i>	<i>seen</i>	En.
(Ng.		<i>sing</i>	Ing.
\	W.	<i>wee</i>	<i>away</i>	Way.
/	Y.	<i>yea</i>		Yay.
/ (up)	H.	<i>hoe</i>		Hay.

SHORTHAND.

Shorthand, or Stenography, is the method of writing by substituting characters for letters, vowels, syllables or whole words.

The Graham-Pitmanic system of shorthand is based upon the circle, divided and subdivided as follows:



By making the simple lines light and heavy, a sufficient number of signs for all the consonants is obtained.

Ruled paper should always be used. Either pen or pencil may be used, though the pen is recommended from the beginning, as it leads to accuracy and beauty in writing that cannot be acquired by the use of the pencil. The pen should be held loosely and in the position required in longhand, but it is advisable also to accustom one's self to holding it between the first and second fingers.

CONSONANT STROKES.

All vertical or slanting strokes excepting Ray, Lay, and Hay are written downward.

All horizontal strokes are written from left to right.

The straight sign for R, called Ray, is invariably written upward at an inclination of thirty degrees, thus distinguishing it from Chay, which is written downward at an inclination of sixty degrees.

Letters used in spelling a word that are not sounded in

pronouncing it, are not expressed in shorthand characters. The word is written according to the sound.

When reading the shorthand characters in Lesson I., trace each stroke with a dry pen, or some sharp instrument, as you read it, and name each stroke as you write it.

Each shorthand lesson in the book is to be written ten times in a tab.

LESSON I.

1. \ \ | | \ \ | | \ \ | | \ \ | |

2. / / - - / / - - / / - - / / - -

3. ((((((((((((((((((

4.)) / /)))) / /)))) / /)) / /

5. (()) (()) (()) (()) (())

6. / / \ \ / / \ \ / / \ \ / / \ \ / / \ \

7. \ \ / / \ \ / / \ \ / / \ \ / / \ \ / /

8. \ \ | | / / - - \ \ (())))

9. (()) (()) \ \ / / \ \ / / \ \ / / - -

10. \ / \) (/ \ \ / \ \) (/ \ \) (/ \ \)

11. \ / \) (/ \ \ / \ \) (/ \ \) (/ \ \)

12. | / () \ \ / / \ \ / / \ \ / / \ \ / /

13.)))) ((\ \ / / \ \ / / \ \ / / \ \ / /

14. /) - / | \ / \ \ / \ \ / \ \ / \ \ / \ \

15. - \ \ () / - (\ | (\ \ - / / \ \

16. (()) \ \ / / \ \ / / \ \ / / \ \ / /

LESSON I.

Write the following in shorthand:

Pee, Bee, Tee, Dee, Chay, Jay, Kay, Gay, Ray, Hay, Ef, Vee, Ith, Dhee, Es, Zee, Ish, Zhay, Lay, Ar, Em, En, Ing, Emb, Yay, Way, Pee, Gay, Ray, Ing, En, Em, Hay, Jay, Kay, Lay, Ar, Bee, Ef, Ith, Es, Dhee, Zee, Chay, Emb, Vee, Dhee, Hay, Yay, Ing, Gay, Pee, Jay, Bee, Kay, Ray, Zee, Way, Ef, Tee, Way, Ith, Ish, Zhay, Kay, Dhee, Es, Ar, Lay, Emp, Vee, En, Yay, Tee, Ing, Jay, En, Hay, Zee, Ith, Kay, Chay, Es, Gay, Way, Tee, Lay, Ray, Pee, Em, Way, Bee, Chay, Ish, Ar, Ef, Vee, Dhee, Emb, Zhay.

LESSON II.

There are twelve distinct vowel sounds, and four diphthongs in our language. The vowels are represented by light and heavy dots and dashes placed in three positions, and the diphthongs by angles placed in two positions, as is seen in the following table. The stroke Tee is used only to indicate the relative position of the vowels.

VOWELS.

Dot Vowels:

Long	·	ē, ēve, police
	·	ā, ā'e, cāre, āir, obey
	·	ä, ärm, fäther
Short	·	ī, ill, trȳst
	·	ě, ěnd, fěrn thĭrsty
	·	ă, ăm, ăsk

Dash Vowels:

Long	-	ā, all, ôrb
	-	ō, gō
	-	oo, fōod, rūde, dō
Short	-	ō, ōld, wāch
	-	ū, ūp, ūrn, dōne, wōrk
	-	oo, fōot, full

DIPHTHONGS.

∨	i. ice, my	^	oi and oy, oil, boy	∧	ou. out	└	ew, few
---	------------	---	------------------------	---	---------	---	---------

First position is where the stroke begins.

Second position is the middle of the stroke.

Third position is where the stroke ends.

The consonant strokes making up a shorthand word, form what is called the "outline," and the vowels are always inserted after the outline has been written. Dash vowels are written at right angles with the stroke.

The placing of the vowel to the outline is called "vocalizing."

Read the shorthand word in the same order it is spelled in longhand, that is, from left to right and from top to bottom. A vowel or diphthong placed to the left of a vertical or slanting stroke, or above a horizontal, is read before the stroke; as,

aid, oath, aim, egr

Placed to the right of a vertical or slanting stroke, or below a horizontal, is read after; as,

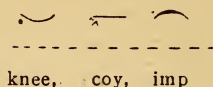
day, low, key, imbue

All words are written in the position of the vowel; where there is more than one, the accented vowel governs.

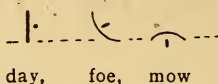
First position for vertical or slanting strokes is one-half the height of the Tee above the line of writing; as,

ease, toy

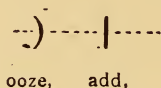
First position for a horizontal stroke is the height of the Tee above the line; as,



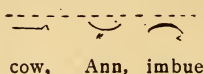
Second position for all strokes is on the line; as,



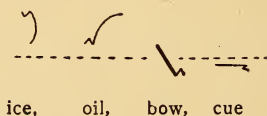
Third position for vertical or slanting strokes is through the line; as,



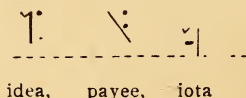
Third position for horizontal strokes is just below the line of writing; as,



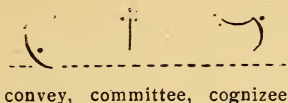
When the junction is easy, the diphthongs may be joined to the stroke; as,



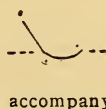
When two concurrent vowels occur together, that which is sounded next before or after the consonant should be written nearest the stroke; as,



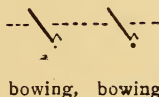
The diphthong "ew" never begins a word nor follows R. Con, Com, or Cog is expressed by a light dot at the beginning of a stroke; as,



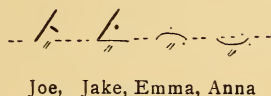
Accom is represented by a heavy dot; as,



A light dot at the end of the stroke affixes "ing" and a heavy dot "ings;" as,



When necessary to indicate that a word should be commenced with a capital letter write two short lines under the outline; as,



Hand in a transcript of LESSON II., and then write the shorthand ten times in a tab.

LESSON II.

Write the following words in shorthand:

1 Inn	35 tea	69 owes
2 off	36 shay	70 eon
3 eve	37 fay	71 Eve
4 thaw	38 oboe	72 Hugh
5 oil	39 Poe	73 hue
6 vie	40 dough	74 bowing
7 arrow	41 sawing	75 mowing
8 adieu	42 Ida	76 eat
9 ado	43 wee	77 sueing
10 ohm	44 pshaw	78 Leah
11 yea	45 rye	79 aiming
12 laying	46 sew	80 easy
13 sea	47 Joe	81 tow
14 sigh	48 Abe	82 Pa
15 coy	49 gnaw	83 Ma
16 ode	50 fie	84 Abbie
17 nigh	51 dying	85 haying
18 ale	52 paying	86 shying
19 oily	53 jawing	87 maying
20 pie	54 buy	88 view
21 ice	55 buying	89 eight
22 thigh	56 hieing	90 ate
23 shoe	57 day	91 conveying
24 beau	58 Lee	92 committing
25 bow	59 toy	93 eke
26 itching	60 Roy	94 ally
27 lieu	61 ill	95 allow
28 loo	62 wooing	96 pea
29 Jew	63 annoying	97 coo
30 abbey	64 eyes	98 mew
31 iota	65 adding	99 moo
32 bee	66 ashy	100 maw
33 Esau	67 eel	
34 essay	68 owed	

WORD SIGNS.

The words of most frequent occurrence are represented by abbreviated forms; that is, certain consonant strokes written in three positions as are vocalized words, but with the vowels omitted. The most suggestive consonant is usually taken as a sign for the whole word, and is called a "word sign."

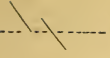
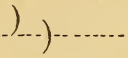


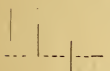
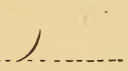
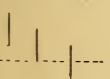
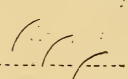
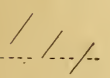
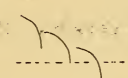
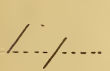

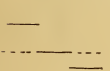

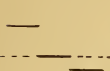


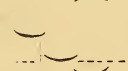

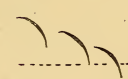
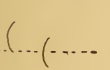

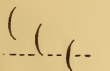
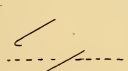
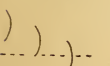
When several words have the same accented vowel, that word which is in most common use is written on the line. If there is but one word of a certain outline, it is written on the line.

When two or more words have the same outline, and are written in the same position, the context will indicate which word to use.

The consonant and vowel word signs occur much more frequently than any other words in our language, and should be thoroughly committed to memory.

The figures 1, 2, and 3 denote first, second or third position, while 4 indicates that the stroke is written entirely below the line commencing at the line of writing.

CONSONANT WORD SIGNS.

	Up (2) hope, party, patent, happy (3)		was (2) use (3)
	by (1) be, object-ed (2) to be (3)		wish, she (1) shall (2) issue (3)
	time (1) it, take (2) at, out, took (3)		usual-ly (2)
	dollar, contradict (1) do, defendant (2) had, advertise-ment (3)		law (1) will-ing (2) whole, allow (3)
	each (1) which, change-d (2) much, charge-d (3)		here, hear, her, higher (1) are (2) our, hour (3)
	advantage, Jesus (2) large (3)		important, importance (1) improve-ment, may be (2)
	common-ly, kingdom (1) come, came, country (2) to come (3)		in, any (1) no, know (2) own (3)
	give-n (1) together, go, ago (2) to go, to give (3)		me, my (1) may, am, him make (2) home, to him (3)
	if (1) for, fact (2) few, half, affect (3)		thing, English (1) language (2) long, along, length (3)
	ever (1) have (2) however, halve, view (3)		why, Iowa (1) way (2) away (3)
	think (2) thank-ed, thousand, youth (3)		your (2)
	thee, thy (1) they, them (2) though, thou (3)		Ohio (1) holy (3)
	see, saw (1) so, say (2) us, use (2)		

The dash vowel word signs are written in the different directions of the vertical and slanting consonants and are called

.. \ \ | | / / / ..

Petoid, Betoid, Tetoid, Detoid, Chetoid, Jetoid, Retoid (up)

“OID” is a Greek word meaning like, hence Petoid, like P; Chetoid, like Chay; Retoid, like Ray, etc.

VOWEL WORD SIGNS.

• The (1)
---- / --- a, and, an (2)

\ all (2)
---- \ --- too, two (2)

\ of (1)
---- \ --- to (2)

| already, awe (1)
---- | --- owe, oh, O (2)

| or (1)
---- | --- but (2)

/ ought (1)
---- / --- who, whom (2)

/ on (1)
---- / --- should (2)

∨ I, eye aye, ay, high (1)

-- / -- he (2)
 how (3)

LESSON III.

**COMBINATION OF CONSONANT STROKES OR
THE FORMING OF OUTLINES.**

Consonant strokes when joined to others should be written in the same direction as when standing alone, the first vertical or slanting stroke taking the position of the vowel; as,



inch, gauge, cash, kick, coke, cook, ripe, rope

There should always be an angle in combining Ef and En, Vee and En, Lay and Em, and similar strokes; thus,



Ef-En, Vee-En, Lay-Em

When heavy and light strokes are joined without an angle, the shading should be gradual; as,



Dee-Tee, Pee-Bee, Ef-Gay

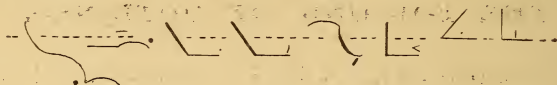
**RULES FOR PLACING VOWELS BETWEEN SIM-
PLE CONSONANT STROKES.**

First. All first-place and long second-place vowels are written after the first stroke; as,



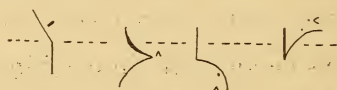
team, tick, chalk, top, ripe, boil, bake, joke

Second. All third-place and short second-place vowels are written before the second stroke; as,



farm, calm, back, book, move, duke, check, tuck

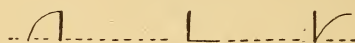
When two vowels occur between two strokes, one should be written to each sign, if convenient; otherwise both written by the same stroke; as,



poet, vowel, tower, duel

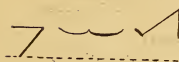
An unaccented vowel is generally represented by the short sound of the letter used in the common spelling of the word.

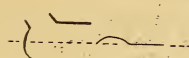
It is not necessary to insert the vowel when the name of the outline and the word are the same; as,

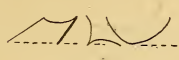



Lay-Dee, lady; Dee-Kay, decay; Dee-Lay, delay

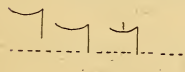
CONTRACTIONS.


 Acknowledge-ment
anything
all right


 although
altogether
America

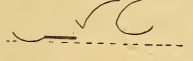
 arrangement
assemble-d-y
efficient-cy

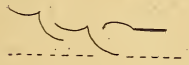
 become, became
to become,
effect

 entitle
into
unto

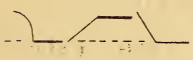
 equivalent
especial-ly
essential


 capacity
familiar-ity
forever

 neglect
highly, I will
Illinois


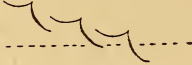
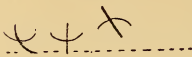
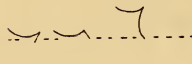



 inferior
infer-red, enough
magnificent-ce

 so far
useful

 irregular-ity
regular
peculiar-ly-ity

 January
February
March

 legislate-ure-tion
manufacture-r-ory
memory, memoranda-um

	knowledge New Jersey Nebraska
	involve never, November Nevada
	nevertheless notwithstanding by return mail
	new, knew now nothing
	refer represent-ed republic
	public, publish ed to-morrow anxious
	Virginia avenge average

PHRASES AND TICKS.

The joining of words together in phrases or clauses materially increases speed and legibility in writing shorthand.

Usually the first word of a phrase is written in its correct position, and the other words follow without regard to their position.

Whenever the hyphen is used between words it indicates that they should be joined as a phrase.

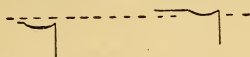
GENERAL RULES FOR PHRASING.

A noun or pronoun of frequent occurrence is often joined to a following verb; as,



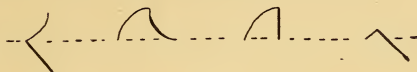
he-had, it-was, they-may

A word and its modifiers may be joined; as,



a-long-time, come-into

The parts of a verb may be joined; as,



shall-be, will-have, will-do, should-be

A verb and a noun or a pronoun may be joined; as,



give-me, do-so, make-him

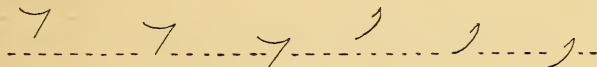
Do not join words which are not naturally spoken together.

Do not join words where the junction would be awkward or contrary to the rules for joining strokes.

Do not use phrases that extend too far below or above the line.

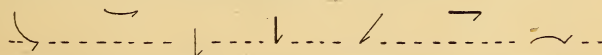
Do not employ long phrases.

When the first word of a phrase is a horizontal stroke or tick written in the first position, the distance above the line may be changed as long as it does not touch the line; as,



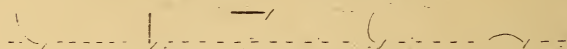
in-each, in-which, in-much; I-wish, I-shall, I-issue

“THE” may be written in phrases by the tick Chetoid or Retoid joined to the preceding word; as,



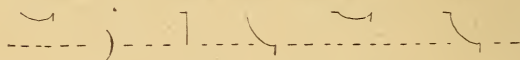
for-the, in-the, at-the, do-the, which-the, give-the, may-the

The affix "ING" followed by the word "THE" is expressed by writing the tick for THE in place of the dot, choosing the tick which makes the sharpest angle; as,



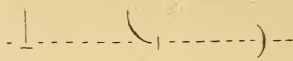
having-the, doing-the, giving-the, thinking-the, making-the

"A, AN or AND" may be written in phrases by joining the tick Ketoid or Tetoid to a preceding or following word; as,



in-a, use-a, and-it, for-a, and-in a, and-for-a

The affix "ING" followed by the word "A, AN or AND" is expressed by writing the tick Ketoid or Tetoid in place of the dot, choosing the tick which makes the sharpest angle; as,



taking-a, having-a, using-a

"I" is sometimes joined to a following word by one-half of the sign using Petoid before Lay, Em, Emp or Emb; Chetoid before Ar; and Retoid in all other cases; and is represented in the middle of a phrase by Tetoid or Ketoid; as,



I-think, I-am, I-hear, I-may-be, for-I-may, for-I-will, so-I-do

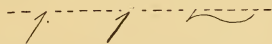
"HE" is sometimes joined to a following word, always commencing in the second position; to a preceding word, tak-

ing the position of the word, and in the middle of a phrase by Chetoid or Retoid; as,



he-was, he will, he-may; if he, had-he, if-he-will

“HOW” is written the same as “HE” only commencing in the third position; as,



how-much, how-large, how-many

“ON,” “SHOULD” and “HE” when standing alone are written downward; in phrases, upward or downward according to convenience.

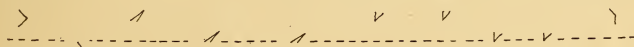
“TO” or “TO THE” before descending or horizontal strokes may be implied by writing a word entirely below the line (called the Fourth Position); as.



to-see, to-do, to-him; to-the-effect, to-the-time, to-the-country

“OF,” “OF-THE,” or “OF-A” may be implied by writing the following word near or joined to the preceding.

PHRASES TO BE COMMITTED TO MEMORY.



of-the, to-the, on-the, should-the, should-he, or-the, or-he, but-the, but-he, of-a,



to-a, on-a, should-a, or-a, but-a, and-but, and-a, and-should, and-he, and-the

PUNCTUATION.

The marks of punctuation are represented in shorthand as follows:

The period by a double length Chay or a small cross; as,



The comma, semicolon, colon and quotation marks the same as in longhand.

The exclamation the same as in longhand excepting a small cross is used in place of the dot; as,



The interrogation is represented thus



The dash is represented by a wavy line; as,



The hyphen is represented thus =

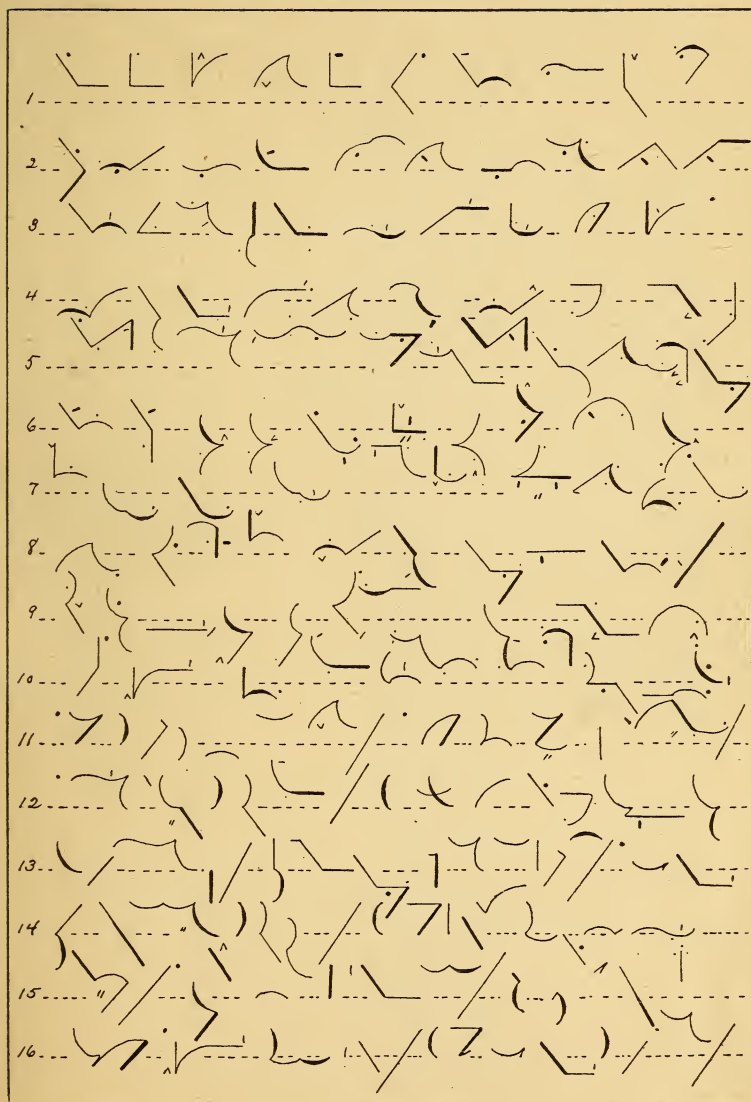
The paragraph is represented by a double long period; as,



Laughter is represented by



LESSON III.



LESSON III.

Write the following words and sentences in shorthand:

- | | | |
|----------------|---------------|-----------------|
| 1 Keep | 35 tomato | 69 needy |
| 2 top | 36 outrage | 70 fame |
| 3 beam | 37 minute | 71 an-inch |
| 4 teach | 38 monk | 72 pitching-a |
| 5 knife | 39 vague | 73 veto |
| 6 knock | 40 enigma | 74 dodge |
| 7 copy | 41 monied | 75 bouquet |
| 8 king | 42 comb | 76 envy |
| 9 dig | 43 cubic | 77 bushy |
| 10 vim | 44 tomb | 78 defy |
| 11 deep | 45 poking-the | 79 map |
| 12 beach | 46 joke | 80 penny |
| 13 mocking-the | 47 ditch | 81 melody |
| 14 pope | 48 chimney | 82 continue-the |
| 15 jump | 49 muddy | 83 vacate |
| 16 beg | 50 thick | 84 Canada |
| 17 baby | 51 bevy | 85 both |
| 18 peck | 52 foggy | 86 nap |
| 19 bump | 53 knack | 87 pity |
| 20 community | 54 dog | 88 decay |
| 21 maim | 55 peach | 89 motto |
| 22 cup | 56 shape | 90 mummy |
| 23 dome | 57 puffy | 91 acute |
| 24 tag | 58 many | 92 liked |
| 25 tooth | 59 Tom | 93 nook |
| 26 match-the | 60 push | 94 dumb |
| 27 packing-a | 61 mimic | 95 delay |
| 28 palm | 62 cabbage | 96 catch |
| 29 dupe | 63 cape | 97 cake |
| 30 gnash | 64 embalm | 98 Jacob |
| 31 tab | 65 copying | 99 Timothy |
| 32 couch | 66 occupy-a | 100 Dick |
| 33 shook | 67 cab | |
| 34 duty | 68 pipe | |

1. Anything will-become familiar by copying it.
2. They are entitled to-nothing if-they continue to-ape the English.
3. It-was peculiar for-him to-say-anything to-him.
4. The manufacturer had-an-advertisement in-the new book which-was published in-January.
5. It-may-be a-familiar poem for-which they-ask.
6. It-was my wish to-go on forever.
7. Notwithstanding her peculiar way, she-was usually happy.
8. They-who talk too-much effect nothing.
9. I-shall make-the usual monthly acknowledgement.
10. They-may-move to-Dakota any-day.
11. The memorandum was-an-important-thing for-them to-have.

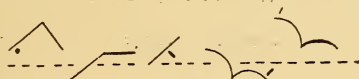
LESSON IV.

R==L==SH.

As two different strokes are given to represent each of the letters, R and L and the combination SH, it will be necessary to observe the following rules:

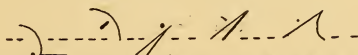
R.

1. When a word begins with R use Ray, excepting before M, EMP or EMB, when Ar is always used; as,



reap, rag, row, room, romp

2. When R at the beginning of a word is preceded by a vowel use Ar, except before Tee, Dee, Chay, Jay, Ith, Dhee, Es or En, when Ray is always used; as,



ark, car, arch, urge, earth

3. When a word ends with R use Ar except after Em, Emb, Ray, Dhee or Ith, when Ray is always used; as,



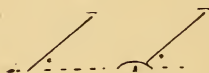
poor, door, mar. Thayer, impair

4. When R at the end of a word is followed by a vowel, use Ray; as,



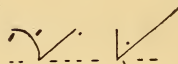
dowry, terry, cherry

5. For words beginning and ending with R use two Rays, and always use Ray after Hay; as,



rare, mohair

Ray may follow Ar, but Ar never follows Ray; as,



Aurora, terror

L.

1. When L is the only consonant stroke in a word use Lay; as,



low, ale

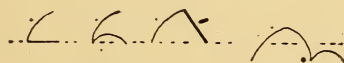
2. When a word begins with L use Lay unless followed

by Ing, Emp, Emb, Gay or En when EL the downward stroke is used; as,



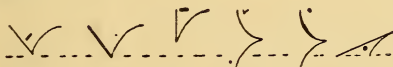
like, leap, laugh, lamp, lag, lion, lung

3. When L at the beginning of a word is preceded by a vowel and followed by Kay or Em use El; in all other cases use Lay; as,



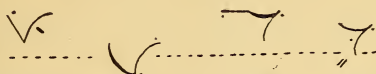
elk, elm; elbow, alarm

4. When a word ends with L use Lay excepting after Ef, Vee and Ray; as,



pole, bell, tail, nle, veal, rail

5. When L at the end of a word is followed by a vowel use Lay; unless preceded by En or Ing when El is used; as,



pillow, valley, kingly, Nellie

SH.

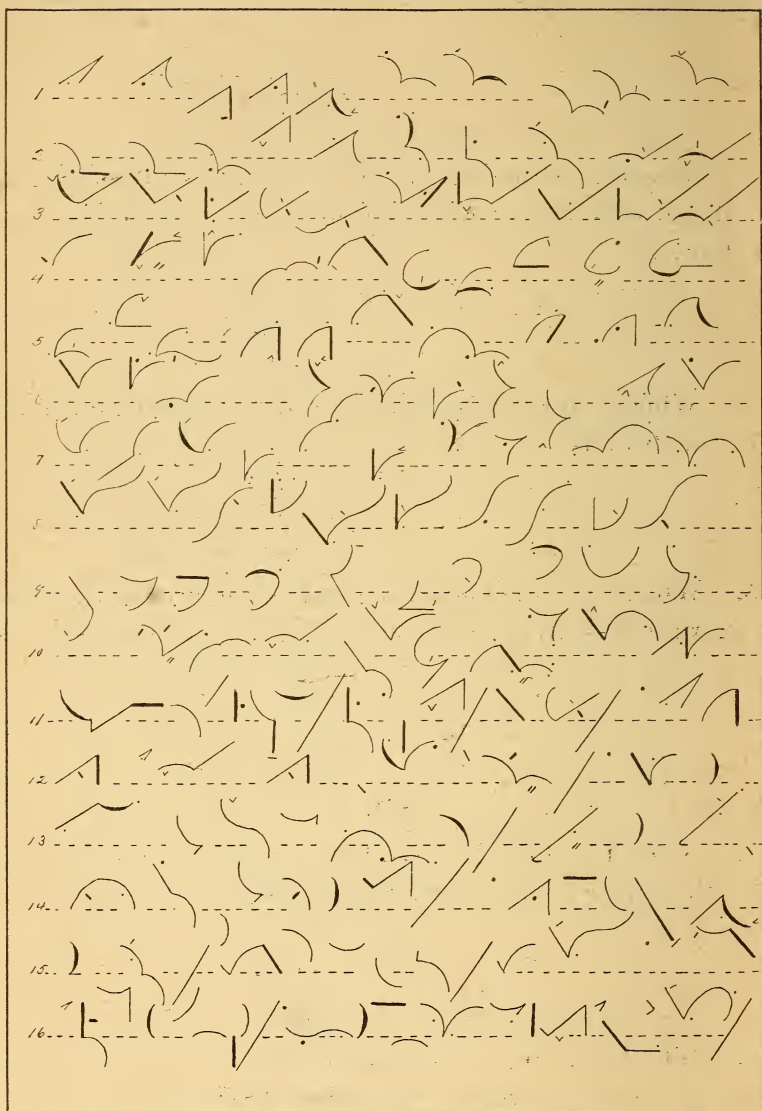
1. After Tee, Dee, Lay and before Lay the stroke for SH is written upward and called SHAY; as,



tissue, dash, lash, shoal

2. When standing alone and in all cases not mentioned above use the downward stroke called ISH.

LESSON IV.



Write the following words, phrases and sentences in shorthand:

1 Daily	35 toiler	69 rocky
2 meal	36 buyer	70 veer
3 lodge	37 theory	71 lull
4 elf	38 rut	72 lime
5 Alleghany	39 curry	73 illume
6 mellow	40 Rome	74 allied
7 shawl	41 ship	75 pillar
8 aloof	42 rung	76 Nellie
9 love	43 tire	77 Mary
10 tile	44 fair	78 Elijah
11 Shiloh	45 tory	79 Elisha
12 filly	46 wrong	80 rim
13 gully	47 marry	81 leak
14 alive	48 layer	82 pail
15 mash	49 dowry	83 tar
16 bailing	50 array	84 revive
17 lank	51 shady	85 levy
18 molar	52 shadow	86 levee
19 alight	53 lazy	87 shabby
20 lack	54 elbow	88 shaggy
21 leaping-the	55 lug	89 marshy
22 mileage	56 foliage	90 shocking
23 mulish	57 mulatto	91 luck
24 allure	58 alto	92 Lottie
25 rail	59 lip	93 chamois
26 luggage	60 launching	94 tarry
27 vary	61 loop	95 jolly
28 chore	62 pull	96 lark
29 Rambo	63 Lula	97 thoroughfare
30 fire	64 ferry	98 aroma
31 locate	65 fur	99 marrow
32 latch	66 lear	100 shampoo
33 boil	67 bar	
34 lathe	68 ruin	

1. The leaf of the tall elm on the ledge up the valley was of a dullish hue.
2. The early oat-meal they had in the mill was lumpy and mushy.
3. Leon will leave the luggage at the depot, and take Ella and the boy to lunch.
4. The foliage of the bush in the valley was in a pile ready for a big fire, which was to be had in a day or two.
5. An alimony of two thousand in cash was given to the lady.
6. The miller was ill a long time in Illinois, but moving to Alabama, the change of air improved him.
7. The law will be effectual in Keokuk, Iowa, if the mayor will but see to it.
8. The boy was willing to do nothing in the way of aiding them.
9. If they wish to borrow money, they usually go to Levi Larrabee.
10. Laura will, early in the day, should it be fair, take the road at the back of my home and go to Erie for a row of a mile or two on the lake.

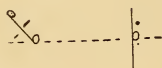
LESSON V.

ISS-CIRCLE.

On account of the frequent occurrence of the letter S, there is besides the consonant stroke a small circle called "Iss" which expresses both S and Z.

The Iss- Circle is used at the beginning, in the middle and at the end of words, and is written:

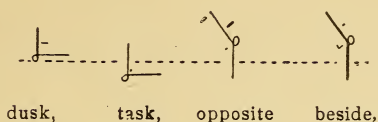
1. At the beginning and end of straight strokes, also between straight strokes running in the same direction, with a motion opposite to that of the hands of a clock; as,



suppose,

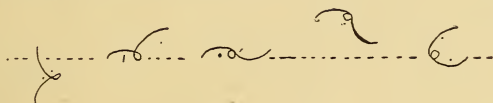
tasty

2. Between crossing strokes, on the outside of the angle; as,



dusk, task, opposite beside,

3. Between curves in the most convenient way, generally on the inner side of the first curve, and always on the under side of Em, Emp and Emb; as,



facile, muscle, mason, missive, lessen

4. On curves, and between straight lines and curves on the inside of the curve, following the direction of the curve; as,



face dozen, chosen, raisin

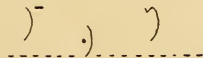
When the circle is at the beginning of a stroke, it is read before the stroke and all vowels; at the end, after all.

The rule for placing vowels between simple consonant strokes given on P. 19 does not apply to words having medial circles, loops, or hooks.

RULES FOR S.


When a word begins with S use Iss, excepting

1. When S is the only consonant in a word use Es; as




saw, ace ice,

2. When two vowels follow or precede S use Es; as,


science, chaos

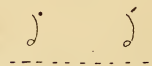
3. When S at the beginning of a word is preceded by an initial vowel, use Es; as,


ask, assignee


4. When S at the end of the word is followed by a final vowel use Es; as,


racy

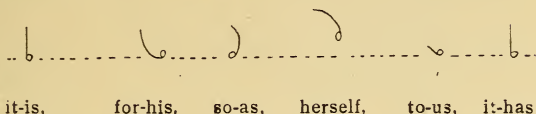
5. When the only consonants in a word are two S's use Ess-Is; as,


cease, sauce

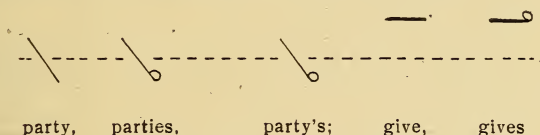
6. When a word begins with Z, or when Z at the end of a word is followed by a vowel, always use Zee; as,


zeal, zealous, zero, lazy, cozy

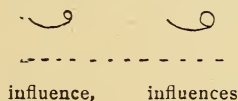
The words "Is, his, as, has, self and us" may be added to the word signs by joining the Iss-Circle; as,



The plural number or possessive case of a noun, and the third person, singular of a verb in the present tense, may be represented by joining the Iss-Circle; as,



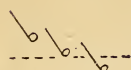
If the word already ends with Iss enlarge the circle; as,



1. The Iss-Circle is prefixed to the Hay stroke by closing the hook, but this combination is seldom used.

2. Strokes with the Iss-Circle either prefixed or affixed are named thus: Pee, Spee, Pees, Spees; Ef, Sef, Efs, Sefs, etc.

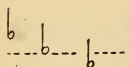
ISS WORD SIGNS AND CONTRACTIONS.



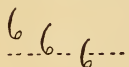
possible-ity (1)
posterior (2)
hopes (3)



speak, superior-ity (1)
expect-ed ation (2)
special-ly-ty (3)



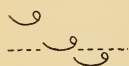
times (1)
its, it-is, it-has, takes.
take-his (2)
itself, at-his (3)



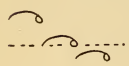
these, thyself (1)
this (2)
those, thus (3)



simple (1)
somebody, exemplify (2)
sample, example (3)



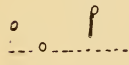
influence (1)
commence (2)
owns (3)



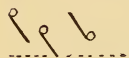
Miss, myself (1)
makes, make-his-us (2)
homes (3)



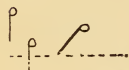
similar-ity (1)
some (2)
consume (3)



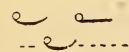
is, his (1)
as, has (2)
exceed (1)



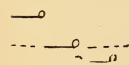
subordinate (1)
subject (2)
business (1)



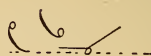
city, citizen (1)
satisfactory-fy-ied (3)
suggest (2)



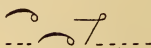
single (1)
as-long (2)
signature, signify (1)



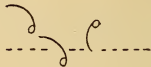
because, exquisite-ness (1)
comes, co's (2)
excuse (3)



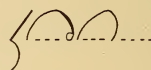
several, savior (2)
visible (1)
executor



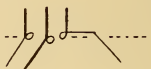
impossible-ity (1)
improves-ments (2)
exchange



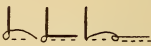
hers, herself, hears (1)
ours, ourself (3)
south (2)



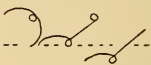
agency
always
also



discharge
disadvantage
discrepancy



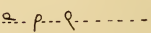
December
designate
domestic



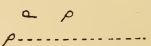
Mrs.
Messrs.
Missouri



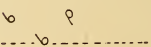
something
sufficient-cy
testimony



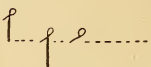
as-a
as-to-a
as-to-the



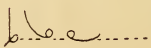
as-the
is-a
is-the



of-us, -of-his
to-us, to-his
is-to

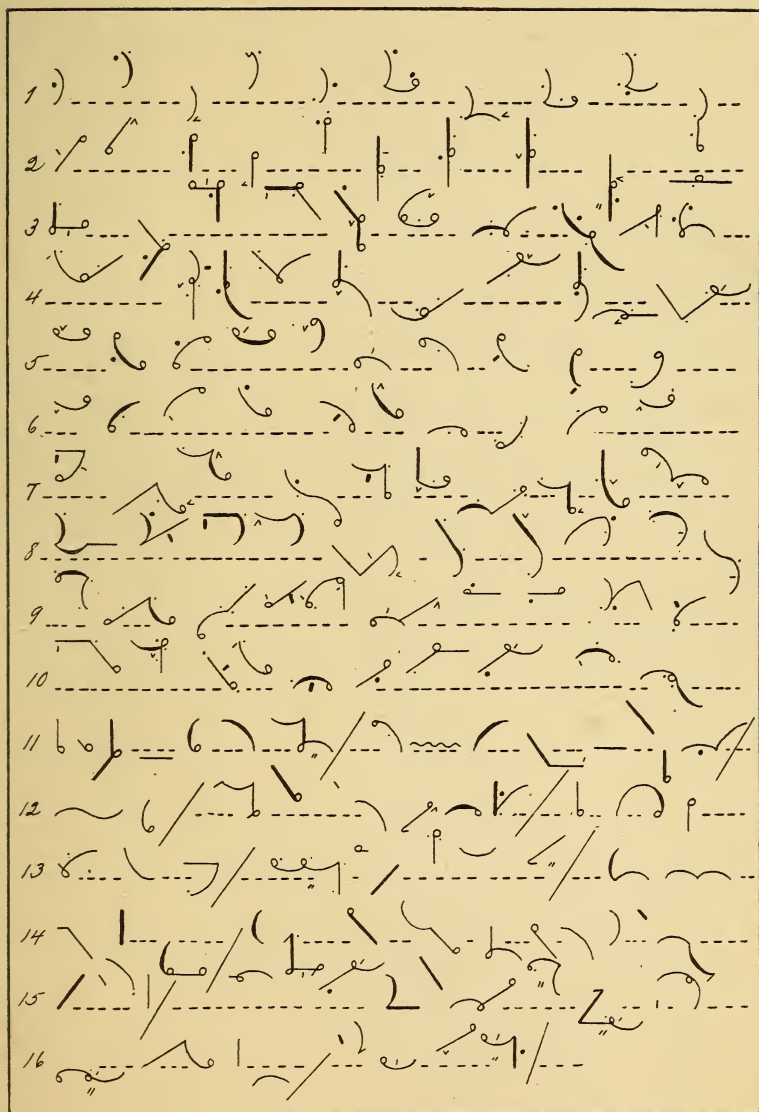


I-said
he-said
he-is



it-is-the
for-us, for-his
soon (2 or 3)

LESSON V.



LESSON V.

Write the following words, phrases and sentences in shorthand:

1 Essay	35 race	69 incite
2 sat	36 pages	70 besiege
3 daisy	37 pass	71 amuse
4 says	38 muscle	72 imbecile
5 sight	39 cousin	73 soda
6 cite	40 escape	74 seed
7 asking-a	41 convince	75 disguise
8 poison	42 seem	76 passive
9 same	43 message	77 fallacy
10 sore	44 assail	78 assay
11 chosen	45 slower	79 disposing
12 museum	46 anxious	80 embassy
13 ceiling	47 piece	81 misuse
14 city	48 sitting	82 safe
15 sons	49 beseech	83 magazine
16 tax	50 cause	84 Minnesota
17 tacks	51 dispose	85 sill
18 ambitious	52 sown	86 aside
19 fasten	53 snows	87 side
20 space	54 spy	88 acid
21 dizzy	55 pies	89 rosy
22 sell	56 design	90 pious
23 pause	57 slow	91 sense
24 joys	58 gas	92 spice
25 does	59 muzzle	93 spicy
26 signs	60 sag	94 lace
27 receive	61 sigh	95 Memphis
28 sought	62 desk	96 testy
29 sad	63 seek	97 opposite
30 nuisance	64 chose	98 stay
31 sinks	65 choose	99 fussy
32 aches	66 misjudge	100 Ezra
34 gaze	67 conceal	
34 rose	68 basin	

1. It is simply-impossible for-me to-answer the dispatch to-day, for I-have no-knowledge of-his business capacity.
2. I-assume-the agency in-Tennessee will ask for-a-reference if they decide to-keep-him in-the office.
3. I-am-sorry to-say-the sales at-the office are much less this month.
4. I-am satisfied I-know-the reason why she-was discharged.
5. Miss Mary Snow is expected to-be here to-commence taking music lessons on-Tuesday.
6. Messrs. Snell and Snoise have-had-the notice of-the suit published in-several of-the magazines.
7. As-to-the influence this will have on-the Czar it-is impossible to-say.
8. James is satisfied and-happy for he-thinks he-will see his home folks in a-few-days.
9. His example was conducive to-right living, causing them to-wish to-live up to-a high ideal.
10. The sample case of books came several-days ago.

LESSON VI.

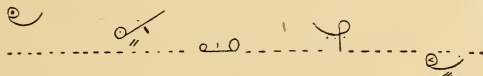
STEH, SES, AND STER.

St and Zd are represented by a small loop called Steh either at the beginning or end of a word; as,



steep, paused, paste

Ses, sez, sis, and similar sounds are represented by a large circle called "SES" which is vocalized by placing the dot or dash vowel of any position within the circle, and may be written at the beginning, middle or end of words; as,



season, Cicero, success, necessity, Susan

Ster, stor or sture, *at the end* of a word is represented by a large loop called "STER;" as,



Nestor, pastor, coaster

The rules governing the Iss-Circle are applied.

A small circle may be added to Ses, Steh and Ster; as,



pastors, possesses, posts

The consonant T may be omitted when it occurs between S and another consonant in the middle of a word; as,



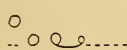
mostly, testify, justify, postal, must-have, must-be

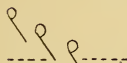
The word "Selves" may be represented by enlarging the Iss-Circle or adding "SES;" as,

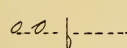



yours, yourself yourselves, themselves

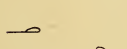
SES AND STEH WORD SIGNS AND CONTRACTIONS.



 is-as, is-his, his-is, his-has (1)
 as-his, as-has, has-has, has-as (2)
 as-soon-as (2)



 suspicion-cious (1)
 suspect-ed (2)
 exasperate-d-ation (3)

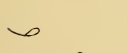

 first (2)
 the-first (2)
 at-first (3)

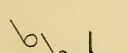

 consist (1)
 system, exist (2)
 is-said (2)



 commonest (1)
 exterior (2)
 exercise, excess (2)



 United States, influences (1)
 necessary, commences-ments (2)
 success-ful-ly (2)



 themselves, this-is, this-has (2)
 assist-ed-ance-ant (2)
 enthusiast-ic-ical-m (2)



 influenced, inst. (1)
 next, commenced (2)
 stenographer-v-ic (2)


 possibilities (1)
 possess (2)
 distinct-ly-ion (2)

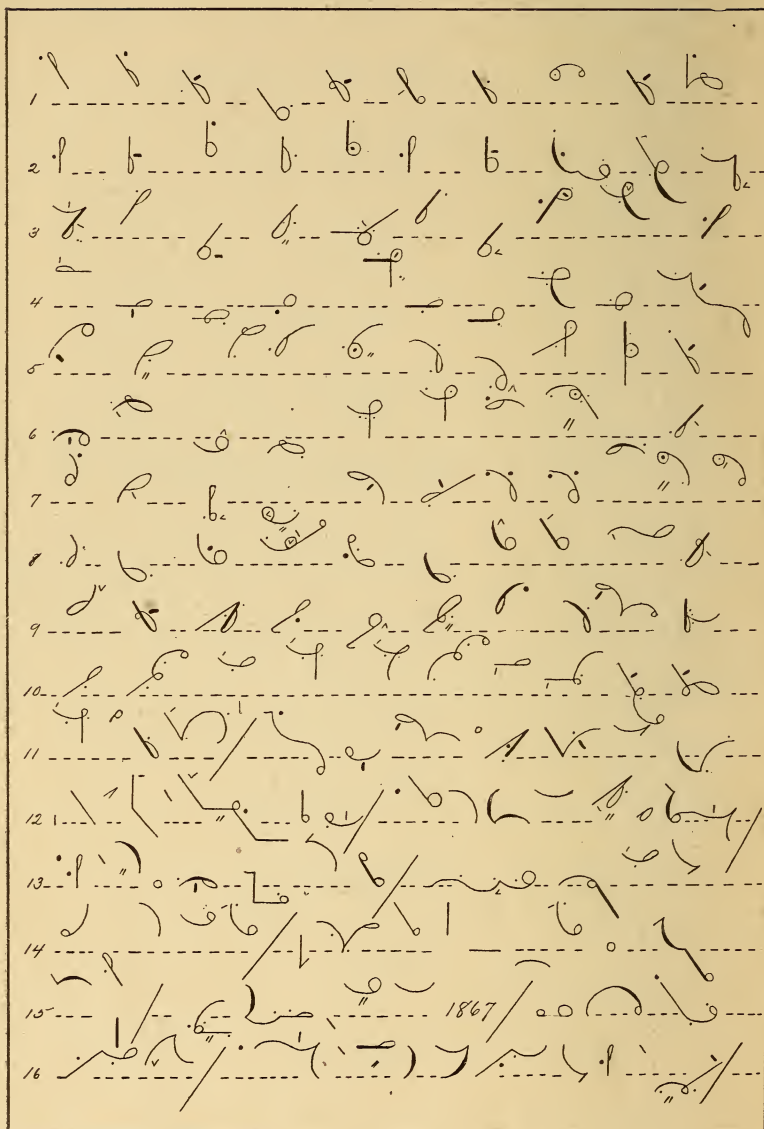

 southeast (2)
 southwest (2)
 step-by-step (2)


 religious-ly-ness (1)
 just. justice (2)
 largest


 must-have
 must-be
 justify


 yourselves (2)
 ourselves (3)
 Mississippi (1)

LESSON VI.



LESSON VI.

Write the following words, phrases and sentences in short-hand:

1 Study	35 refuses	
2 refused	36 abscesses	70 consignee
3 supposed	37 taxed	71 style
4 boast	38 forced	72 molasses
5 possessed	39 impost	73 cneest
6 molest	40 rejoices	74 enticed
7 decisive	41 supposes	75 fuses
8 zest	42 postage	76 successor
9 lost	43 customary	77 waste
10 sliced	44 domestic	78 exposes
11 jests	45 opposes	79 reposes
12 access	46 notices	80 senses
13 sufficed	47 Rochester	81 studious
14 steps	48 Lancaster	82 steady
15 August	49 stop	83 phases
16 confessed	50 misting	84 amuses
17 pessimist	51 steer	85 convinces
18 announced	52 tasteless	86 suffuses
19 earliest	53 effaced	87 cheapest
20 invest	54 custom	88 ballast
21 imposes	55 causes	89 discusses
22 taxes	56 richest	90 stamps
23 amanuensis	57 accuses	91 advised
24 devised	58 joists	92 status
25 costs	59 induces	93 offices
26 stairs	60 nieces	94 revises
27 stood	61 utmost	95 spices
28 state	62 amazed	96 conduces
29 leases	63 services	97 axis
30 missed	64 emphasis	98 tastes
31 hoist	65 disposed	99 amasses
32 arrests	66 saddest	100 solaces
33 foster	67 deposes	
34 stating	68 basis	

1. As-soon-as-he commenced studying stenography, which-was-necessary for-his success, his business improved each day.

2. This system was-the best in-use at-the-time he-was ready to-study.

3. This-is-the-most successful assistant I-have-had in-my office for-some time.

4. If-these laws are enforced, I-fear-the success of-the-cause will of necessity be lost.

5. They own several stores and houses in-the state of Mississippi.

6. They expect to go on a long tour, and-to visit many of-the cities in-the United States.

REVIEW QUESTIONS.

Consonants, Vowels, Position, and Phrases.

1. In what direction are the horizontal strokes written?

2. What three strokes are written up when standing alone?

3. What is first position for a horizontal stroke? For a perpendicular or slanting stroke?

4. How many dash-vowels are there and how many dot? How are the dash vowels written with reference to the stroke?

5. How many diphthongs are there and in how many positions are they written?

6. Give the rule for placing first-place vowels between the strokes, second-place vowels and third-place vowels.

7. If two concurrent vowels come before or after the stroke in what order are they written?

8. When two vowels occur between two strokes how should they be written?

9. An unaccented vowel is represented by what sound?

10. How is the position of an outline determined?
11. Give the names of the two ways of writing the consonant strokes for R, L, and SH.
12. How is R always written when it is initial and followed by Em, Emp or Emb?
13. How is R always written when it is the last consonant in a word and preceded by Em, Emp, Emb, Ith or Dhee?
14. When the consonant stroke for SH is preceded by Tee, Dee or Lay, which stroke should be used, Ish or Shay?
15. How is Z at the beginning of a word always written, and what other character may represent this sound at the end?
16. Write the Iss-Circle between Tee-Kay, Pee-Tee, Em-En, Ray-En, Lay-Tee, Tee-Tee, Pee-En, Tee-Emp, Dee-En, Ith-Em.
17. Is the Ster Loop ever used at the beginning of a word or in the middle of an outline?
18. Which word of a phrase generally governs the position of the phrase?
19. Where is the tick for I written when it begins a phrase? He, should, and how?
20. Write the following groups of words in shorthand phrases: Which is, it may have, he must, I will write, I suppose, at this, how soon, I have seen, it should be, if I may.
21. How are the syllables con, com or cog at the beginning of a word represented?
22. A heavy dot at the end of a stroke represents what syllable?

23. Write the shorthand character for the period, the interrogation and the dash.

24. How do you indicate that a word should be commenced with a capital?

25. What is said about the consonant and vowel word signs and the learning of them?

LESSON VII.

There are brief signs called

--C-----D-----U-----O---

Weh, Wuh, Yeh and Yuh

for the consonants W and Y.

When a word begins with W use the brief sign, according to the rules given below, excepting in the following case use WAY or YAY:

1. When W or Y is the only consonant; as,

--\-----/-----

woe, yea

2. When W is preceded by an initial vowel; as,

--\-----

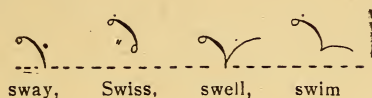
awoke

3. When W or Y is followed by S, St, or Ster; as,

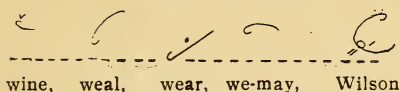
--\-----\-----/-----\-----/-----

wise, west, yeast, Worcester, yester

4. When initial SW are the only consonants in a word, or when they are followed by Bee, Pee, Kay, Gay, Em, Emp, Emb, Ing, or Lay; as,



Weh is joined as a hook to Em, En, Lay, El and Ray; as,

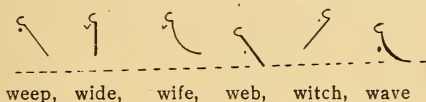


When W is joined as a hook to Em, En, Lay, or Ray they are called Wem, Wen, Wel, and Wer.

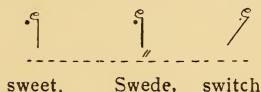
The Iss-Circle *cannot* be written within these hooks excepting on Wer; as,



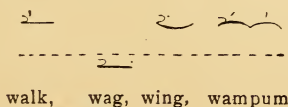
Weh is joined at an angle to all upright or slanting strokes; as,



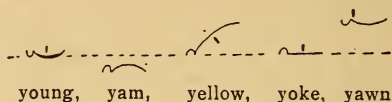
The Iss-Circle is prefixed to the brief Weh angle when followed by Tee, Dee, Chay, Jay, Ef, or Vee; as,



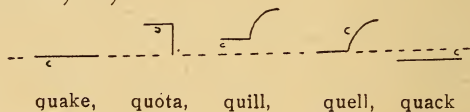
Wuh is used before Kay, Gay, Emp, Emb and Ing; as,



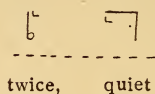
Yeh and Yuh are always joined at an angle according to convenience; as,



When W or Y occurs in the middle of a word and cannot be conveniently joined to the following stroke, the brief signs take the place of the vowel and represent the sound of W or Y before the vowel. Weh is used for the dots, Wuh for the dashes, and these signs are made heavy or light as the vowels are long or short; as,



A right angle in the first position in the middle of words expresses WI; as,



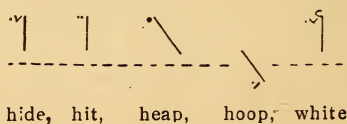
A left angle represents WOI; as,



buoy

H.

Vowels and diphthongs may be aspirated by placing a light dot before them; as,



When a word begins with H use the dot, excepting in the following cases use Hay:

1. When H is the only consonant; as,



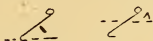
hoe

2. When H is preceded by an initial vowel; as,



ahead

3. When H is followed by the sound of s or z; as,



hose, house

4. When H is followed by a stroke which is followed by a vowel; as,



honey, haughty

Weh, Wuh, Yeh and Yuh may be enlarged to add another brief W or Y word sign, and are named



Wehweh, Wuhwuh, Wehyeh, Wuhyuh, Yehweh, Yuhwuh

“We,” “were,” “with” may be joined to other words with a hook, taking their respective positions, forming such phrases as “We-receive, we-refer, we-represent,” etc.

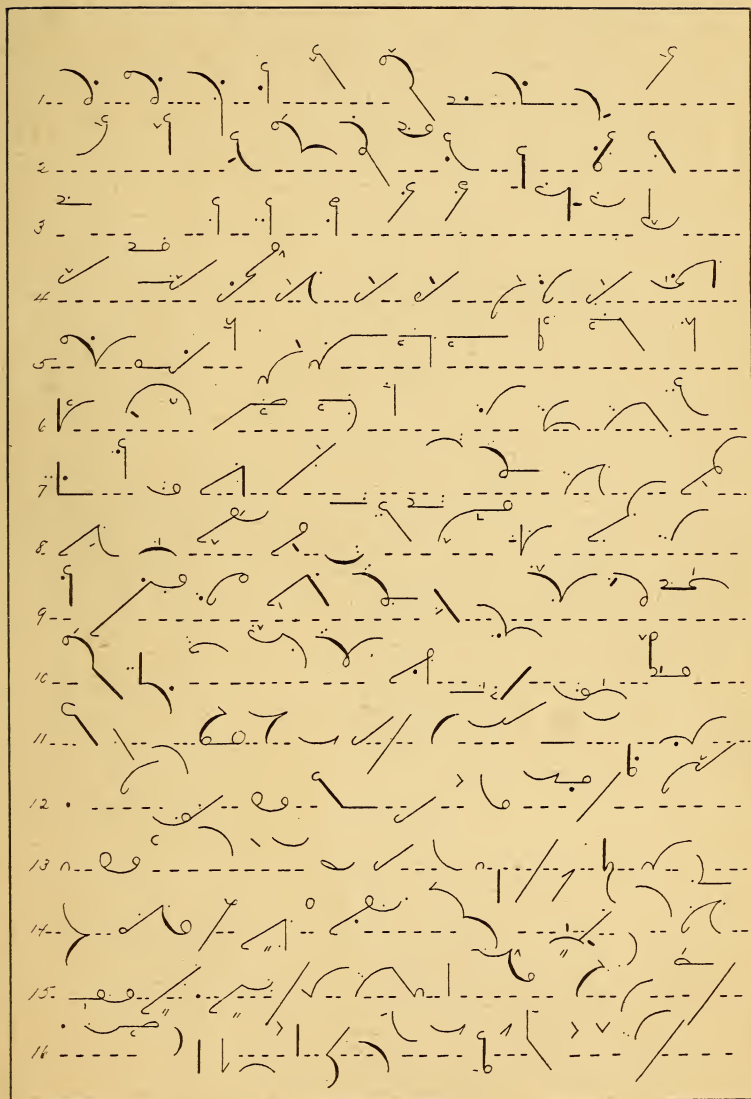
All phrases beginning with “you” take the position of the word sign.

“You” may be written, in phrasing, on the convex side of curves, and may also be prefixed to straight strokes as a hook.

W WORD SIGNS.

c c -----	We (1) we-were, we-would (1)
c c c -----	with (1) with-what (1) with-you (1)
c c c -----	were (2) were-we (2) were-you (2)
c c -----	what (1) what-with, what-would (1)
c c c -----	would (2) would-we (2) would-you (2)
v -----	ye, year (1) yet (2)
u -----	beyond (1) you (2) you were (2)
o c -----	you-would (2) we-will, while (1) well (2)
✓ / -----	we-are, with our (1) where, work (2) away (2)
c -----	we-may, with me, with my, warm (1) with-his (2)
c c -----	when, we-know, with no (1) one (2) whenever (2)
c c c -----	wherever (2) inquire, anywhere (1) nowhere (2)

LESSON VII.



LESSON VII.

Write the following words, phrases and sentences in shorthand:

1 Twain	35 windy	69 Epworth
2 war	36 twinge	70 widow
3 swallow	37 whinney	71 swarm
4 swing	38 quest	72 worthless
5 wily	39 quietus	73 hames
6 worse	40 acquit	74 hassock
7 Edwin	41 twisting	75 haul
8 unison	42 quench	76 haunches
9 quizzing	43 wives	77 haddock
10 unity	44 hum	78 heedless
11 hod	45 haw	79 harass
12 hale	46 hush	80 winsome
13 hog	47 whist	81 harvester
14 whoop	48 hollow	82 havoc
15 wares	49 Harris	83 hearth
16 query	50 awaiting	84 hearty
17 weak	51 Yates	85 hackneyed
18 wedges	52 leeway	86 war
19 yon	53 wayside	87 whir
20 yelp	54 Oswego	88 whirl
21 Yankee	55 weariness	89 wingless
22 inquest	56 wordy	90 wizen
23 twill	57 wolf	91 worried
24 week	58 squire	92 hardy
25 width	59 houseless	93 horizon
26 wink	60 yellowish	94 winnowed
27 Webster	61 waxed	95 hark
28 witty	62 sweetest	96 hitch
29 whit	63 weary	97 woodwork
30 quinsy	64 swam	98 young
31 willow	65 yell	99 untwist
32 won	66 weave	100 eulogy
33 wettest	67 quickest	
34 Welch	68 yawl	

1. You-are-aware we-will-be with-you Wednesday if-possible for-us to-come.

2. Sir,—We-are-anxious to-have-the rates given on-your-road as early as possible.

3. He-has always improved his time well since being with-us.

4. The white house on-the-hill is just halfway to-the city.

5. Do-your duty wherever you-go and-you-will succeed.

6. One week ago to-day we-were making our-way to-the woods for-a picnic.

7. Your way-bills should-be-ready whenever we make a request for-them.

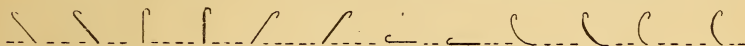
8. The widower was worth several-thousand-dollars.

9. He-is-a heedless youth and hates to-study his lesson.

LESSON VIII.

L-HOOK.

For the frequent combination of L with other consonants a small initial hook, called the L-Hook, is written on the circle side of all straight strokes (excepting Hay and Ray); and on the curves Ef, Vee, Ith, Dhee, Ish and Zhay; as,



Pel, Bel, Tel, Del, Chel, Jel, Kel, Gel, Fel, Vel, Thel, Dhel

Shel and Zhel seldom stand alone, (when they do, make the stroke quite slanting), have their hooks at the bottom, and are always written upwards; as,



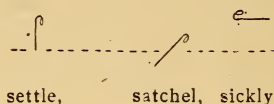
bushel, shelves, ambrosial,

As M, N, and Ray already have the small initial Weh-Hook, the L-Hook must be enlarged on these strokes; as,



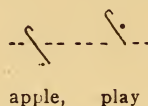
Mel, Nel, Rel

The Iss-Circle is prefixed to the L-Hook on all strokes except Yay, Em, Ish, and Zhay by writing it distinctly in the hook; as,

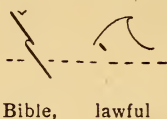


In reading a combination with an L-Hook, the stroke should be read and then the hook.

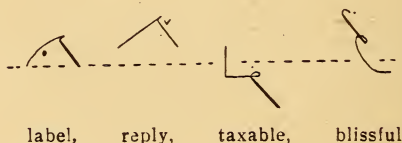
A vowel placed before an L-Hook stroke is read before both; placed after, after both; as,



Unless distinct, the vowels need not be expressed; as,



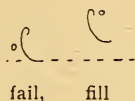
A perfect hook cannot always be made between strokes; as,



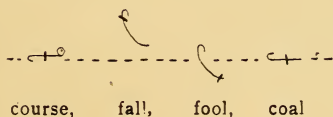
SPECIAL VOCALIZATION.

Occasionally a distinct vowel sound occurs between the strokes and the hook:

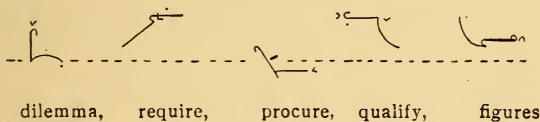
1. The dot vowels are made into circles and written before the hooked stroke if heavy, and after if light; as,



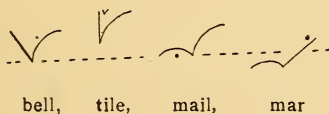
2. Dash vowels are written through the strokes in the correct position; as,



3. Diphthongs, and brief Way or Yay are written in the vowel place before or after the stroke; as,



The rules for special vocalization apply to very few words, as most monosyllables are written with the full outline; as,



“All” and “Will” may be added to the word signs by the L-Hook.

L-HOOK WORD SIGNS, CONTRACTIONS AND PHRASES.

Comply (1)
people (2)
apply (3)

each-will (1)
which will (2)
much-will (3)

call, equal-ly (1)
difficult-y, coal (2)
calculate-d-ion (3)

follow-ing, feel, fail, fill (1)
full-y, fell, fail, for-all (2)
fool (3)

in-all (1)
only (2)
annual (3)

unless (1)
only-as, no-less (2)
analyze (3)

million (1)
promulgate (2)
family (3)

real-ly, rely-ied (1)
relate-ation (2)
rule (3)

tell, till, it-will (2)
until, at-all (3)
at-all-times

withal, with-all (1)
they will (2)
though-all (3)

skill (1)
scale (2)
school (3)

belong, by-all (1)
able, believe (2)
deliver-y (2)

false (1)
avail (2)
value (3)

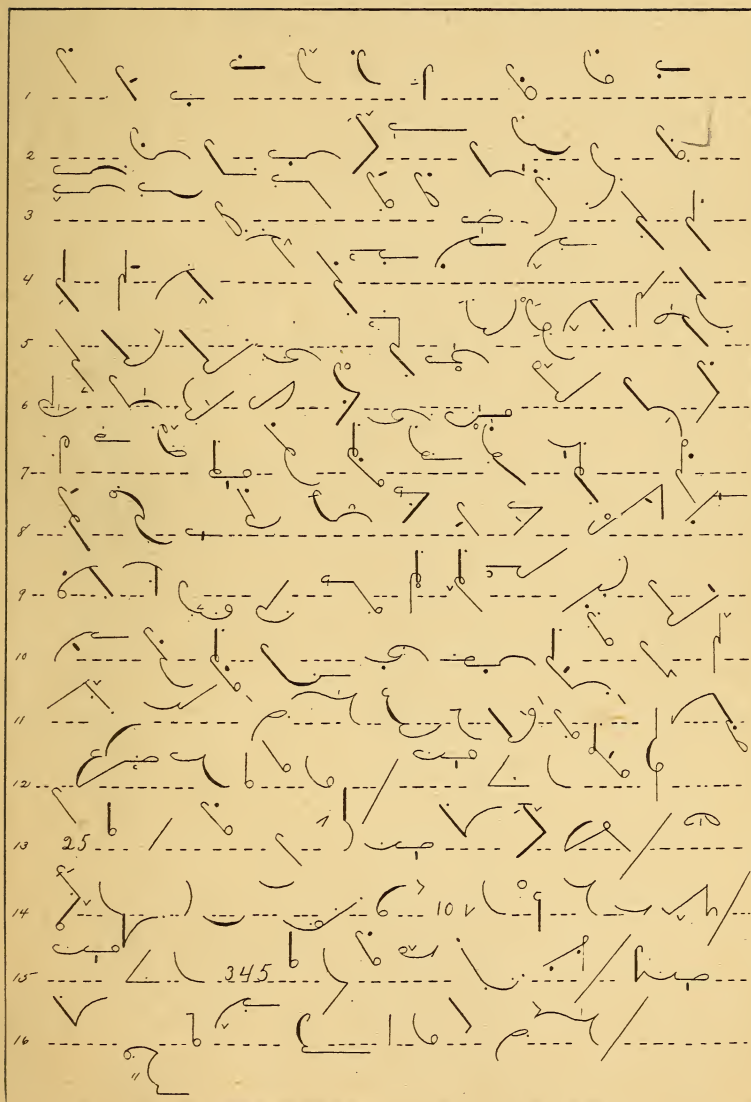
explicit (1)
supplies, surplus (2)
supply (2)

capable-y
capability
collect

influential
initial
first-class

of-all (1)
to-all (2)
at-least (3)

LESSON VIII.



LESSON VIII.

Write the following words, phrases and sentences in shorthand:

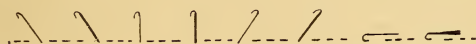
1	Plying-the	35	flash	69	emblem
2	blew	36	tipple	70	glimpse
3	addle	37	shuttle	71	fluid
4	claws	38	stable	72	relapse
5	glow	39	annals	73	releise
6	flew	40	analogy	74	deeply
7	oval	41	panel	75	cloudy
8	flows	42	relic	76	blaze
9	closed	43	civilize	77	flush
10	hovel	44	saddle	78	gloomy
11	flaw	45	supple	79	ankle
12	blame	46	disclaim	80	plough
13	block	47	blissful	81	bleak
14	globe	48	glossy	82	audible
15	click	49	display	83	pickles
16	pledge	50	inclosed	84	railway
17	blister	51	qualify	85	reckless
18	tackle	52	steeple	86	dapple
19	classes	53	circle	87	sincerely
20	buckle	54	visual	88	unable
21	Buffalo	55	reasonable	89	level
22	couple	56	feeble	90	plumbing
23	fable	57	noble	91	imply
24	flag	58	meekly	92	rural
25	peddle	59	uncle	93	maple
26	plums	60	nickel	94	floral
27	model	61	bottle	95	relax
28	testimonial	62	analyze	96	Columbia
29	angle	63	stifling	97	blustering
30	facial	64	chapel	98	enlist
31	imply	65	regal	99	analysis
32	tumble	66	gleesome	100	plucky
33	humble	67	column		
34	final	68	eclipse		

1. Answering your inquiry of February 21st, we-would-say your-claim was allowed a-day or two ago.
2. Please advise us when you wish the money.
3. I-believe we-will-be-able to-make a sale of-all-the books you wish to dispose of.
4. We-are-unable as yet to calculate what it-will-cost you, but think it-will-be-only a-nominal sum.
5. Hoping we may be of-some assistance to you in settling your-claim, I am, Yours sincerely.
6. While it-will-be a-difficult-thing to-comply with-your request, we-will-do all it-is-possible for-us to-do in-the length of time we-have at-our disposal.

LESSON IX.

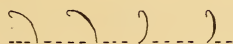
R-HOOK.

A small initial hook to express R is written on the side opposite the Iss Circle on all straight lines excepting Hay and Ray; as,



Per, Ber, Ter, Der, Cher, Jer, Ker, Ger

Ef, Vee, Ith and Dhee are inverted to add the R-Hook. This is done without confusion as Es, Zee, Ar and Way take no initial hook.



Fer, Ver, Ther, Dher

As a small hook on Em and En expresses W, and a large hook L, for the R-Hook the stroke is made heavy; as,



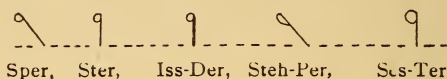
Mer, Ner

Sher and Zher have their hooks at the top and are always written downward; as,

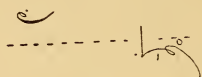


sheer, azure

Iss, Ses and Steh are prefixed to the R-Hook on straight lines as follows:

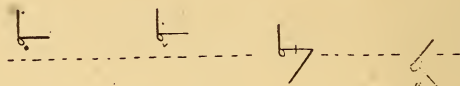


Iss is written within the hook on curved strokes; as,



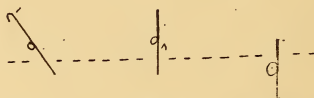
sinner, atmosphere

Iss is joined to Ker and Ger preceded by a straight line thus:



disagree, descry, discourage, Jasper

Iss and Ses are written on straight line R-Hook consonants when preceded by a line in the same direction, as follows:



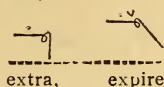
prosper, destroy, disaster

It is sometimes preferable to omit the R in such words as



subscribe, prescribe, disgrace











Iss is joined in all other cases by writing the circle distinctly within the hook; as,




Strokes having R-Hooks are vocalized according to the rules given for the L-Hook.

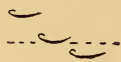
“Our” and “Are” may be added to the word signs by the use of the R-Hook.

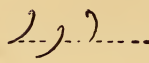
R-HOOK WORD SIGNS, CONTRACTIONS AND PHRASES.

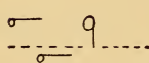
	Proper-ly, appear (1) principal-ple (2) practice-ical (3)
	express, spiritualize (1) surprise (2) suppress (3)
	by-our liberty (1) remember, member (2) number, brother-hood (3)
	internal (1) contract, truth (2) at-our, attract (3)
	external (1) construct, extreme (2) extract, Saturday, as-it-were (3)
	doctor (1) dear, direct (2) during, dark (3)
	correct-ly (1) care, carry, occur (2) cure, accuracy (3)
	over, controversy (1) very, everv, aver (2) favor (3)
	either (1) their, there, they-are (2) other (3)
	wisher (1) sure-ly, assure (2) share (3)

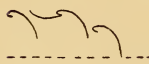
GRAHAM-PITMANIC SHORTHAND.


 Mr., mere, remark-ed (1)
more, mercy-iful (2)
humor (3)


 near, nor, north, in-our (1)
manner (2)
owner (3)


 pleasure (2)
measure (3)
through (2)

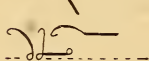
 describe, scripture, secrecy (1)
secure (3)
sister (2)

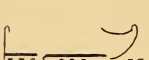
 form (1)
inform (1)
offer, from, free, for-our (2)

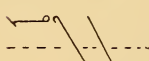
 former (1)
formal (1)
conform (1)

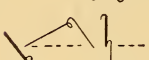
 in-reply (1)
in-reference
in-respect

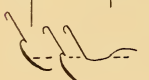
 property
probable
remarkable

 universal-ly-ity
transgress
mortgage

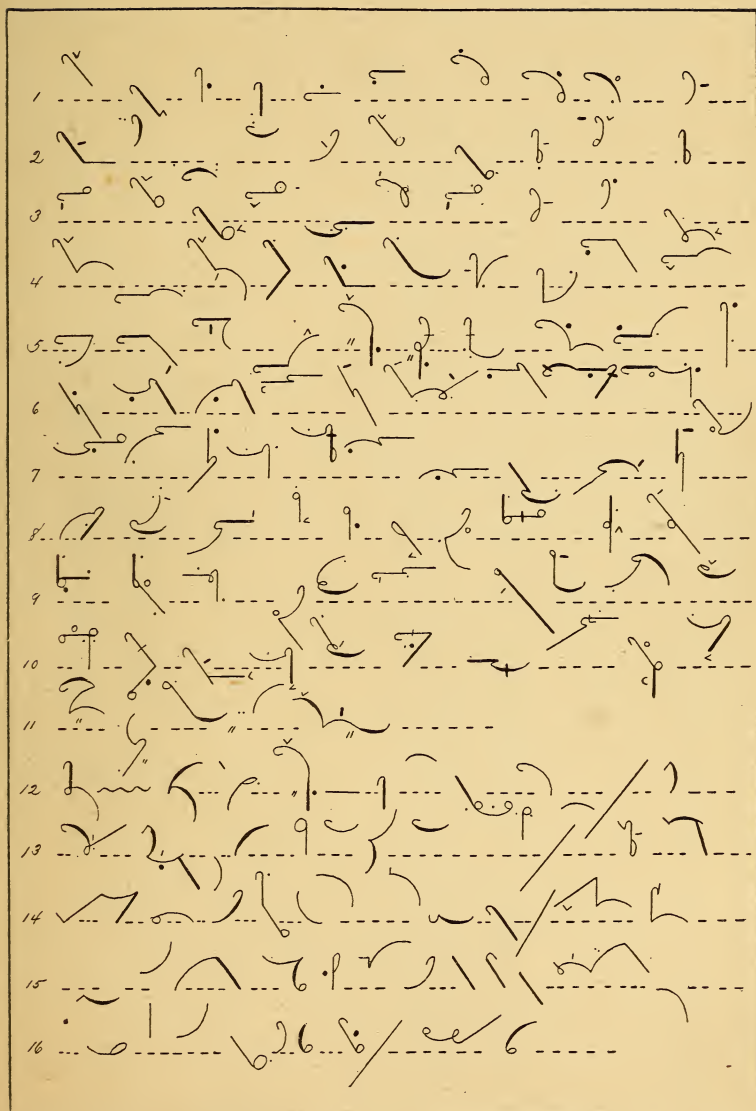
 telegraph, telegram
aggregate
insure-ance

 of-course
perhaps
purpose

 abstract
reciprocate-ity-d-ion
director

 privilege (1)
prevalence, prevail (2)
per annum (2)

LESSON IX.



LESSON IX.

Write the following words and letter in shorthand:

1 Prow	35 negro	69 journey
2 pray	36 richer	70 broker
3 tree	37 harbor	71 depress
4 ottar	38 badger	72 flavor
5 cry	39 pitcher	73 trouble
6 dry	40 feathery	74 travel
7 crow	41 shipper	75 verbal
8 grow	42 lever	76 treasure
9 fry	43 trifle	77 perjure
10 threw	44 poetry	78 redress
11 ether	45 ultra	79 numerous
12 tramp	46 vigor	80 cider
13 eater	47 sweeper	81 engineer
14 praised	48 dagger	82 guarantor
15 thrice	49 cashier	83 sheer
16 crest	50 leisure	84 pioneer
17 process	51 editor	85 church
18 colonel	52 mortgagee	86 recourse
19 grasses	53 lodger	87 figure
20 breezes	54 spray	88 shirk
21 cream	55 sober	89 lover
22 probe	56 straw	90 dinner
23 breath	57 cedar	91 nerve
24 track	58 scarce	92 charm
25 drip	59 stagger	93 minor
26 dream	60 stopper	94 roomer
27 croup	61 distress	95 pusher
28 crush	62 posture	96 erasure
29 grip	63 disastrous	97 tenor
30 grassy	64 discourage	98 voucher
31 prayer	65 descry	99 powder
32 produce	66 whisper	100 jobber
33 tardy	67 stretch	
34 preach	68 dishonor	

Messrs. Prouty & Black,
City.

Dear Sirs,—Your favor of the 13th-inst. enclosing papers in-the-case of the Philip-White property is on-my desk this A. M. It-will be impossible for-me to-take care-of anything-else at-this-time of-the year as we-are very busy. If-you-remember correctly, I-said to-you when-I-saw-you last that-the-price per-acre would-be something like \$35.00. You-are at-liberty to-think over this offer until next Thursday when-the-directors will-be here to-close up-the contract.

Trusting that-you-may become-the owner of this valuable place, I am,

Yours-sincerely,

LESSON X.

PREL, PLER, AND BACK-HOOK "IN."

The L-Hook is enlarged to add the sound of R, and the R-Hook is enlarged to add the sound of L; as,



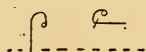
Bel, Bler, Per, Prel, Fel, Fler; Ver, Vrel, Dher, Dhrel

A vowel placed before a group sign is read before all; placed after is read between the hook and the sound added by the enlarging; as,



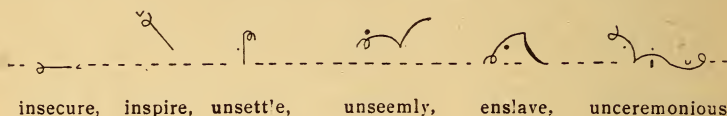
able, abler, Blair; try, trial, control

The Iss-Circle may be prefixed to these signs by writing it within the hook; as,



settler, scholar

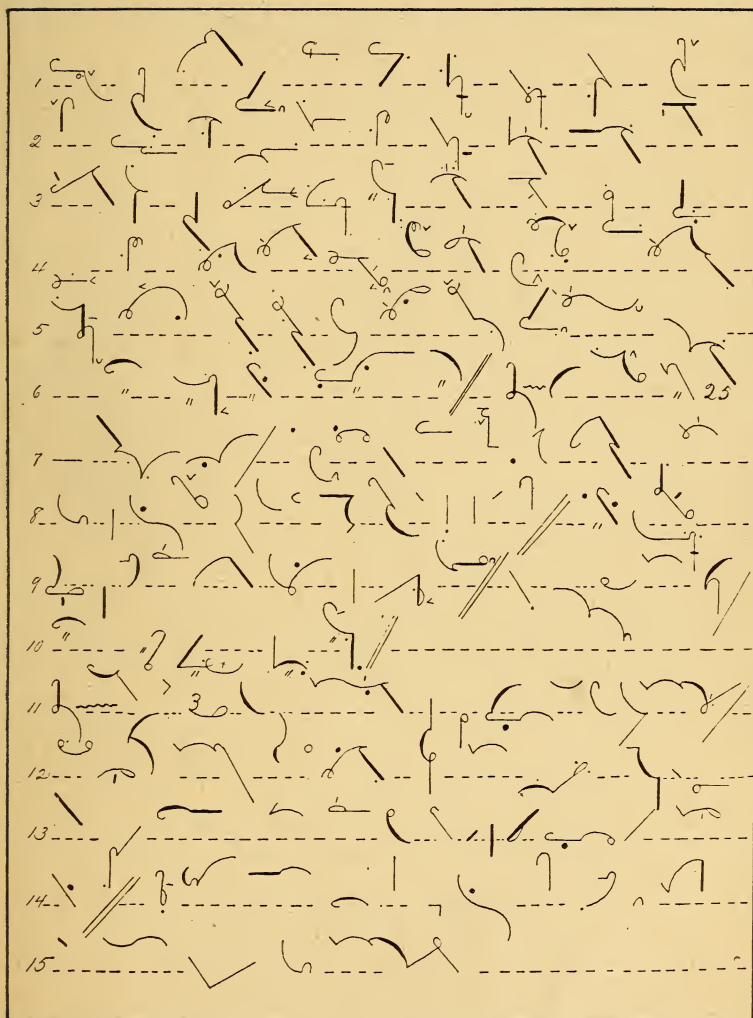
The syllables In, En or Un are expressed by a back-hook called "In" at the beginning of a straight line Sper and Spel sign and at the beginning of any other stroke to avoid the turning of the circle on the convex side of En; as,



PREL, PLER, IN-HOOK WORD SIGNS, AND PHRASES.

	Preliminary (1) parallel, April (2) parliament-ary (3)
	trial (1) control (2)
	during-all-our (3) clear (1) color, clerk, clerical (2)
	scholar (1) secular-ly-ity (2) singular-ly (1)
	follower, if-all-our (1) for-all-our, failure (2) there-will, they-are-all (2)
	immoral, immorality (1) moral, morality (2) nearly, nor-will (1)
	instruct (2) instructor inspire (1)
	inconsiderable-y (2) inscribe (1) insecure (3)
	tolerate, teller (2) at all our, until our (3)

LESSON X.



LESSON X.

Write the following words, phrases and sentences in shorthand:

1	Stickler	18	valor	35	uncivil
2	unstrung	19	corporal	36	burglary
3	tippler	20	haggler	37	puddler
4	unswayable	21	buckler	38	dilemma
5	April	22	juggler	39	chloroform
6	abler	23	sprinkler	40	chloride
7	unsprung	24	unsolicitous	41	hydraulic
8	unstrip	25	uncermonious	42	insoles
9	smuggler	26	unstrap	43	unsolid
10	unstruck	27	triangular	44	unsealing
11	cobbler	28	unsolder	45	unsleeping
12	shrilly	29	unseemly	46	employer
13	saddler	30	unsullied	47	deplore
14	shuffler	31	inseparable	48	ensilage
15	teller	32	trifler	49	ocular
16	muffler	33	quibbler	50	insularly
17	tattler	34	nibbler		

The shingler who was working on the Industrial School, fell from the top of the west wall. It was necessary to give him chloroform as he was suffering so much from his injuries.

The teller of the Savings and Trust Bank was uncivil to his employes, so they expect to discharge him at the close of this month.

He unsprung the triangular piece of steel from the large sprinkler the city was using out on the avenue.

Dear Sir,—Ship by express, as quickly as possible, one barrel of mackerel and five kegs of pickerel. Truly yours,

REVIEW QUESTIONS.

On Initial Hooks and Expedients.

1. In what class of words should the Way stroke be used to represent W?

2. To what consonant strokes is W joined as a hook? Illustrate.

3. Is the Iss-Circle ever joined to the W-Hook? To the brief Weh-Angle?

4. Which sign for W is used before Kay, Gay, Emp, Emb or Ing?

5. What are the names of the two brief signs for W, and, in the middle of words, which is used for the dots and which for the dashes?

6. What are the names of the two brief signs for Y, and in the middle of words, which is used to represent dots, and which dashes?

7. In what manner is brief Yeh and Yuh always joined to consonant strokes?

8. How is Weh always joined to upright strokes?

9. A phrase beginning with "you" is always written in what position?

10. Name two ways of representing the sound of H.

11. When H is followed by S, how should it be represented?

12. On what curved strokes is the L-Hook written?

13. What is said about Shel and Zhel?

14. On what three strokes is the hook enlarged for L? Why is it necessary to enlarge the hooks on these strokes?

15. Sher and Zher are always written in what direction?

16. How is an L-Hook stroke vocalized?

17. How is a heavy dash written if it comes between the stroke and hook? A light dash? How is a dot vowel written? How are the diphthongs and brief Way or Yay?

18. What is necessary in order to write the R-Hook on Ef, Vee, Ith, and Dhee? Why will no confusion result from the change?

19. How is the Iss-Circle joined to the straight R-Hook strokes? To the straight L-Hook strokes?

20. How is the Iss-Circle joined to Ker and Ger when preceded by a straight line? Illustrate.

21. Can the Ses-Circle or the Steh-Loop be joined to an L-Hook stroke? To an R-Hook stroke? How?

22. How are most monosyllables containing an L or R generally written?

23. What two words may be added to the word signs by using the L-Hook? By using the R-Hook?

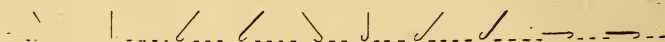
24. Enlarging the R-Hook adds what sound? Enlarging the L-Hook?

25. How is the syllable In, En or Un represented on Sper and Spell signs?

LESSON XI.

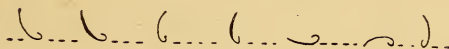
F, V AND N-HOOKS.

F, V and N may be added to any straight consonant stroke by a small final hook, written for F and V on the circle side, and for N on the opposite side; as,



Pef, Tef, Chef, Jef; Pen, Ten, Chen, Jen, Ken, Gen

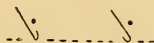
N may be added to curves by following the direction of the curve; as



Fen, Ven, Then, Dhen, Nen, Men, Es'en

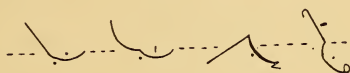
F is seldom joined to a curve by a hook, but when so written is made flatter and longer than the N-Hook.

A vowel placed after a stroke with the F, V, or N-Hook is read before the hook; as,



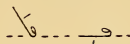
pave, pain

When a word ends with the sound of F, V or N use the hook, but the stroke must be used whenever followed by a vowel; as,



penny, funny, review, profess

S may be added to the F-Hook by placing the circle within the hook; as,



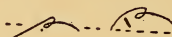
puffs, cuffs

Iss, Ses, Steh and Ster may be added to the N-Hook on straight strokes at the end of words by placing them on the N-Hook side; as,



pins, chances, chanced, punster

Iss is written within the N-Hook in the middle of words; as,



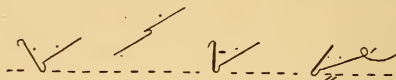
ransom, lonesome

The F, V, and N-Hooks are used in the middle of words when more convenient than the stroke; as,



provoke, banish, finish, traffic

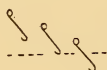
The final syllables Fer and Ver, coming after straight strokes, should be written with the F-Hook and Ray; as,



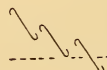
prefer, river, drover, Jefferson

“OR,” “HAVE,” and “IF” may be added to word signs by the F-Hook; “On” and “Own” by the N-Hook.

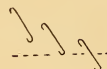
F AND N-HOOK WORD-SIGNS, CONTRACTIONS AND PHRASES.



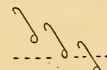
spoken (1)
expensive-ness (2)
expansion-sive (3)















perfect-ly (1)
professor, proof, prove (2)
approve-al (3)



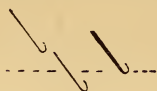
pernicious-ness (1)
comprehensive-sion (1)
apprehensive-sion (3)



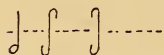
appearance (1)
comprehensible-ity (2)
apprehensible (3)

- 
 contain (1)
 taken (2)
 attain, at-one (3)
- 
 constancy (1)
 extension (2)
 circumstantial (3)
- 
 contrive (1)
 truthful-ly, contractive (2)
 attractive (3)
- 
 divine (1)
 differ-nt-nce, defense-ive (2)
 advance (3)
- 
 denominate-ation (1)
 done (2)
 down (3)
- 
 combine-ation (1)
 been (2)
 to have been (3)
- 
 religion (1)
 general-ly (2)
 imagine-ation (3)
- 
 begin, organ (1)
 begun, again (2)
 began (3)
- 
 within, thine (1)
 then (2)
 than (3)
- 
 men, my-own, mine (1)
 man (2)
 human (3)
- 
 opinion, anyone, in-one (1)
 none, known (2)
 union, no-one (3)
- 
 upon (2)
 happen (3)
 remembrance (2)

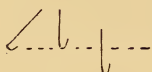
GRAHAM-PITMANIC SHORTHAND.



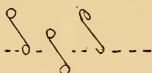
poverty (1)
hope-to-have (3)
before (2)



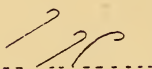
at once (3)
at length (3)
at our own (3)



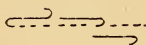
whichever (1)
whatever (2)
out-of (3)



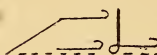
expense (2)
expanse (3)
explain (2)



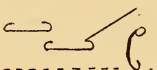
arrive, reveal (1)
are-to-have, revolve (2)
learn, alone (2)



careful-ly (2)
can, question, countrymen (2)
countryman (3)



recover (2)
cover (2)
discover (2)



call forth (1)
California (1)
southern (2)



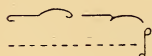
if one (1)
often, for one, phonography (2)
gave, govern-ed-or (2)



even, convenience (1)
have-been, having-been (2)
every one (2)



women, we mean (1)
woman (2)
may have been (2)



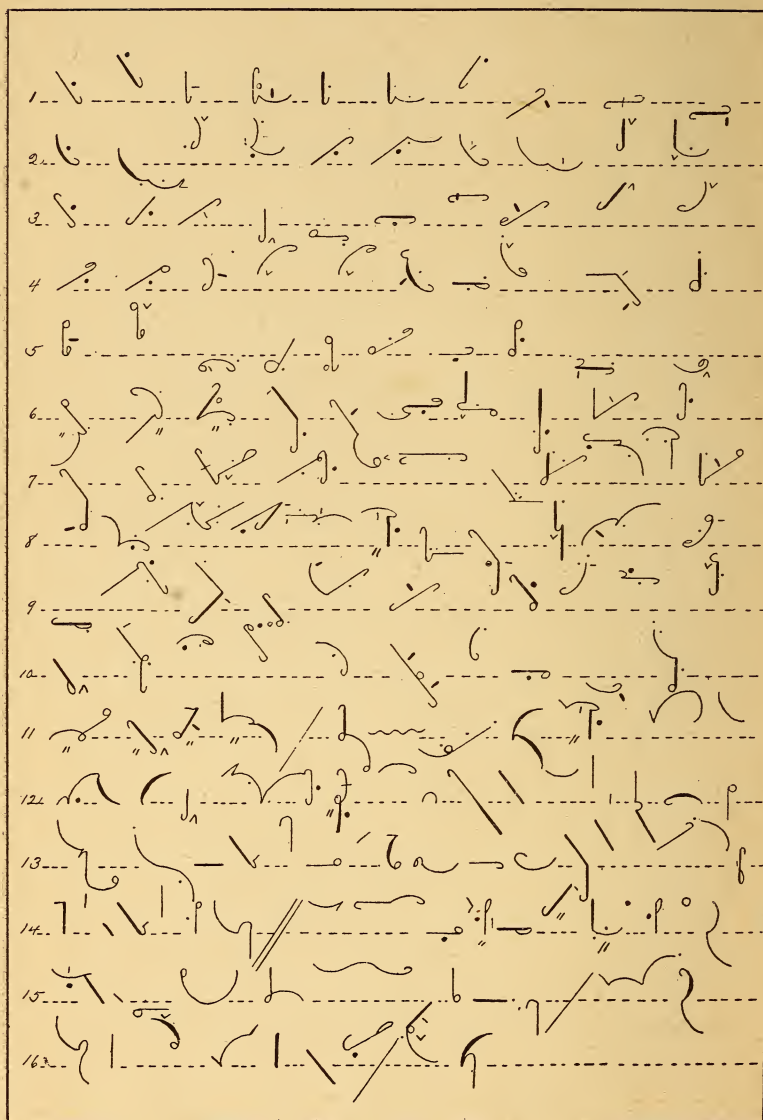
criminal (1)
economy-ic-ical (1)
circumstance (3)



we are in (1)
we are in receipt (1)
workman, whereon (2)

.. J .. J .. f ..	but not (2)
	but are not (2)
	but will not (2)
l l	awful (1)
----- l -----	or-if, or-of, or-have (1)
	but-of, but-if, but-have (2)
l .. l .. s ..	whoever, who-have, who-of (2)
	should have (2)
	to have (2)
~ J ~	all-have, all-of (1)
----- l -----	or not (1)
	endeavor (2)
2 2 2	Michigan (1)
-----	machine (2)
	machinery (2)

LESSON XI.



LESSON XI.

Write the following words and letter in shorthand:

1 Dive	35 vanish	69 canvass
2 strove	36 tavern	70 demean
3 glove	37 braves	71 replevin
4 tune	38 pins	72 golf
5 running	39 feigning	73 sermon
6 sudden	40 prefix	74 substance
7 sicken	41 puffs	75 Philippine
8 satin	42 Jane	76 proverbs
9 brown	43 broken	77 banana
10 oven	44 ocean	78 ripen
11 arraign	45 keen	79 pecan
12 iron	46 scoffing	80 parvenu
13 shine	47 quaff	81 dispense
14 shiny	48 blacken	82 swollen
15 soften	49 franchise	83 spoons
16 loans	50 proffer	84 finance
17 stolen	51 tine	85 sweeten
18 flown	52 tiny	86 ravine
19 puns	53 drain	87 swine
20 tokens	54 cloven	88 pawn
21 devotees	55 troughs	89 lineal
22 buttons	56 terrify	90 linear
23 bacon	57 China	91 fireman
24 barn	58 famine	92 disdain
25 beans	59 clever	93 anonymous
26 again	60 pens	94 marine
27 shown	61 refrain	95 irgrain
28 sponge	62 unknown	96 genuine
29 grantee	63 reprove	97 grief
30 instance	64 rebuff	98 defeat
31 briefer	65 repine	99 ruffle
32 turnkey	66 seven	100 orphan
33 drayman	67 divers	
34 mines	68 Maine	

Mr. Stephen Stevenson, City.

Dear Stephen,—You must pardon me for not answering your summons at once, but the mail trains chanced to run wrong by a few minutes, which was very provoking.

A man by the name of Dan Brown in our town was thrown from his wagon last Monday evening, and his head struck against a stone; the appearances are that he will die before many hours. I think you knew him when you were living here.

The spring rains are causing the river to overflow, and the people living in the cabins on the low places are becoming panic stricken, as there are signs of a much higher rise than last year.

I am devoting every spare minute I have to the study of French, as I expect to make a brief sojourn in foreign countries looking up the subject of mines and mining, and the French language is universally spoken.

I hope you can obtain leave of absence from your office work and make me a visit before I leave.

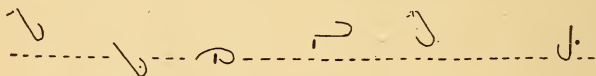
Your cousin,

Cliff Moon.

LESSON XII.

SHON, TIVE AND ESHON.

A large final hook written on the circle side of any straight stroke or curve expresses the syllable “tion” or “sion,” and is called the Shon-Hook; on the opposite side of a straight stroke the syllable “tive” and called the Tive-Hook; as,



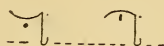
option, passion, motion, caution: operative, dative

When the only consonants in a word are SHN use Shen; as,



ocean, commission, session

The Tive-Hook is *never* written on curved strokes, Tef being used; as



native, mctive

When the syllable “tion” or “sion” is preceded by S a small hook called Eshon is made after the circle. First-place vowels are placed before, and second and third after; as,



inquisition, incision, conversation, compensation, conversational

The Iss-Circle may be added to Shon, Tive and Eshon; as,



options, passions, conversations, compensations, operatives

SHON, TIVE AND ESHON WORD SIGNS, CON- TRACTIONS, AND PHRASES.

Completion (1)
complexion (2)
application (3)

perfection (1)
operation (2)
oppression (3)

situation (1)
station (2)
satisfaction (3)

contradiction (1)
condition (2)
addition-al (3)

derision (1)
direction (2)
duration (3)

fiction (1)
fashion (2)
affection (3)

formation (1)
fraction (2)
fruition (3)

conversion (1)
version (2)
aversion (3)

conviction (1)
vocation (2)
avocation (3)

irrational (1)
reformation (2)
ration-al-ly (3)

description (1)
resignation (2)
selection (2)

expression (1)
exception (2)
distribution (2)

acquisition (1)
accession (2)
accusation (3)

opposition (1)
position (2)
possession (3)

organization (1)
generalization (2)
investigation (2)

jurisdiction (1)
supposition (2)
specification (3)

realization (1)
relaxation (2)
transaction (3)

information (1)
mention (2)
conclusion (3)

objection (2)
objective (2)
obligation (2)

exhibition (1)
subjection (2)
subjective (2)

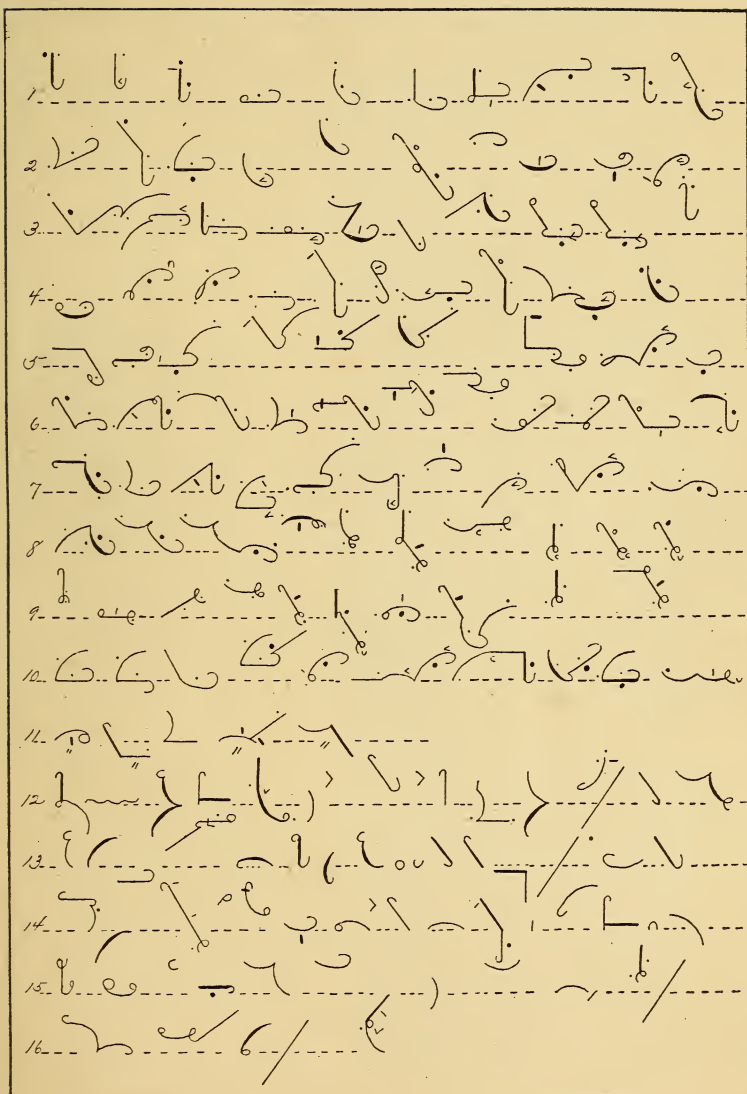
constitution (2)
construction (2)
instruction (2)

consideration (2)
connection (2)
action (3)

representation (2)

representative (2)
call your attention (2)

LESSON XII.



LESSON XII.

Write the following words and letter in shorthand:

1 occasion	35 discretion	69 inception
2 suction	36 illumination	70 recitation
3 compression	37 confutation	71 computation
4 abrasion	38 congregational	72 sensitive
5 occupation	40 imputation	73 vexation
6 education	39 confirmation	74 sensation
7 vacation	41 conductive	75 collision
8 imitation	42 abbreviation	76 causation
9 irrigation	43 invasion	77 carnation
10 inaction	44 emancipation	78 assassination
11 elation	45 proclamation	79 desertion
12 illusion	46 liberation	80 compilation
13 emotion	47 notation	81 fluctuation
14 oration	48 delegation	82 Hessian
15 negative	49 diffusion	83 emersion
16 imitative	50 devotion	84 junction
17 inactive	51 provision	85 volition
18 fugitive	52 ammunition	86 pulsation
19 assertive	53 elucidation	87 compulsation
20 reception	54 composition	88 compunction
21 receptive	55 proposition	89 acclamation
22 deception	56 deposition	90 adoption
23 invective	57 precision	91 stationary
24 innovation	58 decoration	92 prohibition
25 presumption	59 requisition	93 privation
26 execution	60 musician	94 admission
27 probation	61 effective	95 radiation
28 ruination	62 consecutive	96 desecration
29 violation	63 affirmation	97 reversion
30 manipulation	64 annexation	98 excursion
31 condemnation	65 affirmative	99 renovation
32 commutation	66 ambition	100 repression
33 contention	67 pronunciation	
34 evolution	68 conception	

Dear Sir:—

We have your message of the 23d inst., and in this connection we beg to call your attention to the conclusion of the committee which has supervision over the location of the parks on the Des Moines River.

Before the action can become constitutional, additional names must be affixed to the petition.

Hoping we may be able to master the situation with no more confusion that we have had, we remain,

Yours truly,

LESSON XIII.

Lengthening Ing adds Ker or Ger, and lengthening any other stroke adds Ter, Der, Ther, or Dher; as,



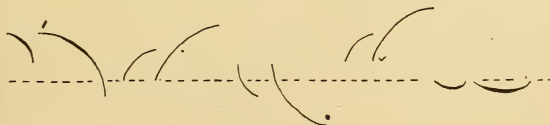
clinker, finger, letter, ladder, father, mother, conductor, embitter

A vowel placed after a lengthened stroke is read before the sound added by lengthening; as,



water, neuter

The original stroke takes the position of the accented vowel according to the rule for position of words; as,



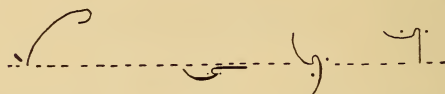
water, letter, father, lighter, anchor

A hook or a circle at the end of a lengthened stroke is read after all; as,



modern, oysters

When a vowel occurs after a sound usually added by lengthening, it must be omitted or the R-Hook stroke must be used; as,

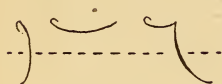


alteration; angry, feathery, entry

The words "Their," "There" and "They-are" are added to the word signs by lengthening; as,



in-their, in-their
for-their, for-there, for-they-are
if-there, if-their, if-they-are



through-their, through-there
when-their, when-there, when-they-are
whenever-there, whenever-their, whenever-they-are

WORD SIGNS.



Neither, entire, any-other (1)
another (2)
no-other (3)



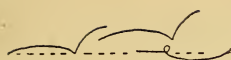
any-other-one, in-their-own, intrinsical-ly (1)
another-one (2)
no-other-one (3)



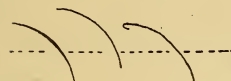
wonderful-ly (2)
longer (3)
longer-than (3)



My-dear-Sir (1)
matter (2)
quarter (1)



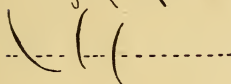
material (2)
immaterial (1)
eccentric-ity (2)



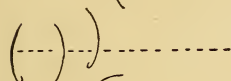
whether (2)
order (1)
further, farther (2)



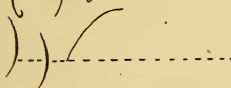
further-than, fraternally (2)
up-there (2)
been-there (2)



of-their (1)
that-there (1)
the-other (2)



the-other-one (2)
yesterday (2)
eastern (1)



is there (1)
was-there (2)
let-there (2)



some-other (2)
some-other-one (2)
diameter (2)

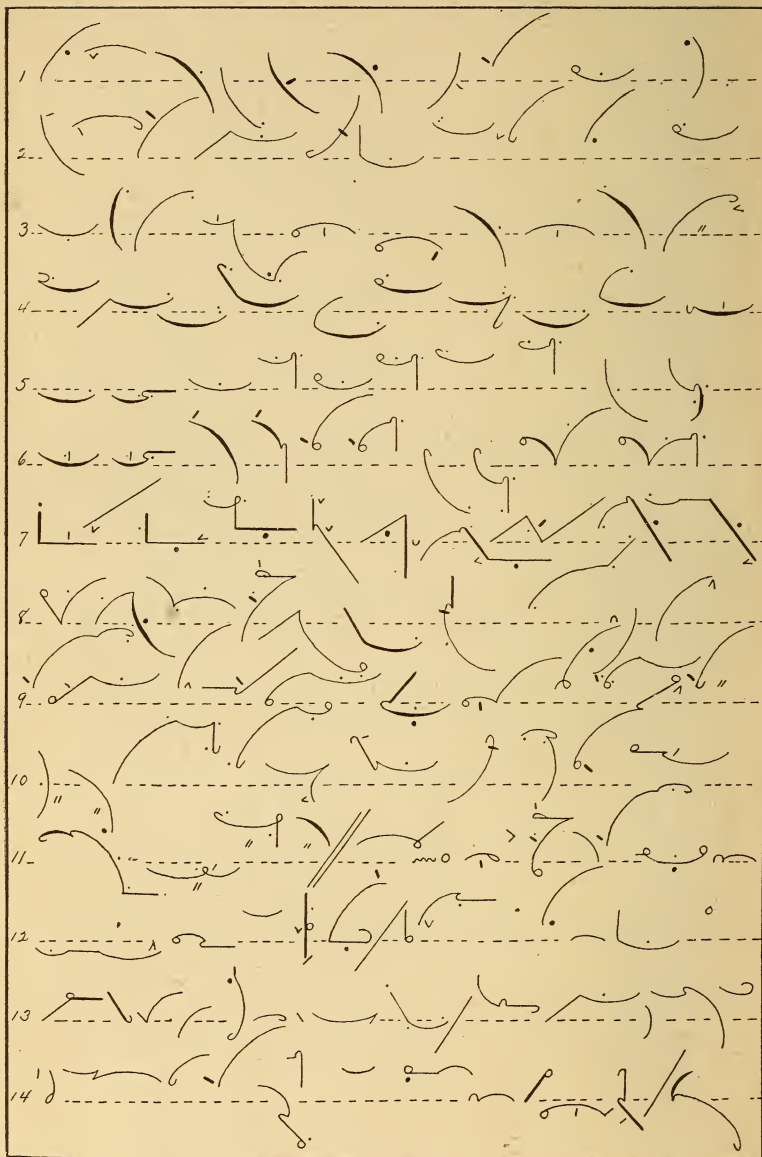


northern (1)
later-than (2)
sooner-or-later-than (2)



writer (1)
rather (2)
collateral (2)

LESSON XIII.



LESSON XIII.

Write the following words and letter in shorthand:

1	Muttering	35	federation	68	astors
2	latter	36	adulteration	69	encounter
3	fritter	37	alteration	70	flounder
4	moderation	38	canker	71	violator
5	hunter	39	candor	72	conspirator
6	fighter	40	Luther	73	perverter
7	moderate	41	alter	74	intrigue
8	fluter	42	fluttering	75	convenanter
9	literature	43	negotiator	76	refrigerator
10	elderly	44	chronometer	77	holder
11	folder	45	harder	78	fretter
12	lighter	46	center	79	theater
13	letter-press	47	swifter	80	dissenter
14	metropolis	48	motherly	81	Henderson
15	stipulator	49	counter	82	Anderson
16	philter	50	perambulator	83	prevaricator
17	motor	51	invader	84	duplicator
18	laughter	52	confederate	85	federal
19	feeder	53	matrimony	86	federalist
20	inveterate	54	leather	87	fetters
21	shouter	55	leathery	88	asunder
22	sauntering	56	tempter	89	sundry
23	intricacy	57	hindering	90	fumigator
24	investigator	58	hinderance	91	freighter
25	emancipator	59	delineator	92	some-better
26	smiter	60	halter	93	Alexander
27	tenderness	61	matriculation	94	intrench
28	Decatur	62	bewildering	95	Ingersoll
29	whiter	63	Australia	96	high-water
30	fitter	64	shelter	97	estrangle
31	gender	65	drinker	98	slaughter
32	emulator	66	panther	99	imbitter
33	excavator	67	shatter	100	renter
34	entrance				

Mr. Walter Hunter.

Guthrie Center, Iowa.

My dear Sir.—We are in receipt of your order of yesterday, and in reply we are sorry to say our entire stock is in the elevator of one of our large eastern cities; neither can we secure the provender at this place. Anderson & Co. may be able to oblige you in this matter.

Asking for further orders, we remain,

Yours fraternally,

LESSON XIV.

THE HALVING PRINCIPLE.

T or D may be added to a consonant stroke by making it a half length; as,

.....

Fet or Fed, Bet or Bed, Ket or Ked, Jet or Jed, Zet or Zed, Dhet or Dhed

This principle may be employed at the beginning, in the middle and at the end of words; as,

bottom, ascertain, talked

A vowel placed after a half length stroke is read before the T or D; as,

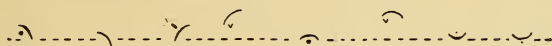
fight, deed, caught, note

T or D is read after a final hook on a half length stroke, but before a final circle or loop; as,

print, prints, gift, gifts, ancient

The context determines whether \dot{T} or D is added by the halving.

As the strokes Way, Yay, Emb, Emp or Ing are never halved unless they have an initial or final hook, Ar, Hay, El, En and Em may be shaded to indicate that D follows; if unshaded, T follows; as,



aired, art; old, light; made, might, end, net

The strokes shaded to add D do not take either an initial or a final hook.

If more convenient the shading rule need not be observed in such words as



embezzled, mislead, household, excelled

Ray is never halved when it stands alone.

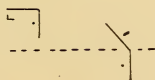
THE HALVING PRINCIPLE SHOULD NOT BE USED IN THE FOLLOWING CASES.

1. When the T or D at the end of a word is followed by a vowel; as,



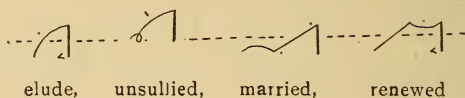
motto, needy, veto

2. When two concurrent vowels precede the final T or D; as,

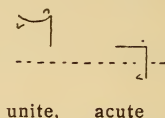


quiet, poet

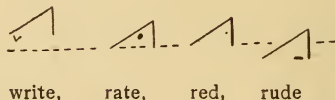
3. When a vowel precedes and follows L, R or N, and D is the last consonant; as,



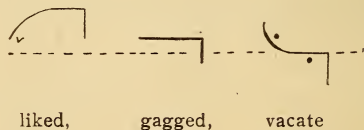
4. When T or D is final and is preceded by a consonant preceded by an initial vowel; as,



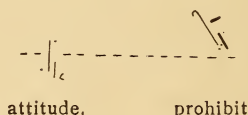
5. When the only consonant preceding T or D is initial R; as,



6. When two strokes come together, no angle between, making it impossible to tell where the first begins and the second ends; as,



7. When two strokes are written in the same direction the T or D may be represented by detaching and halving the last stroke; as,














8. RD following Kay, Gay, Ef, Vee or Lay is expressed by the half length Ray; as,

















































conferred, lard, veered

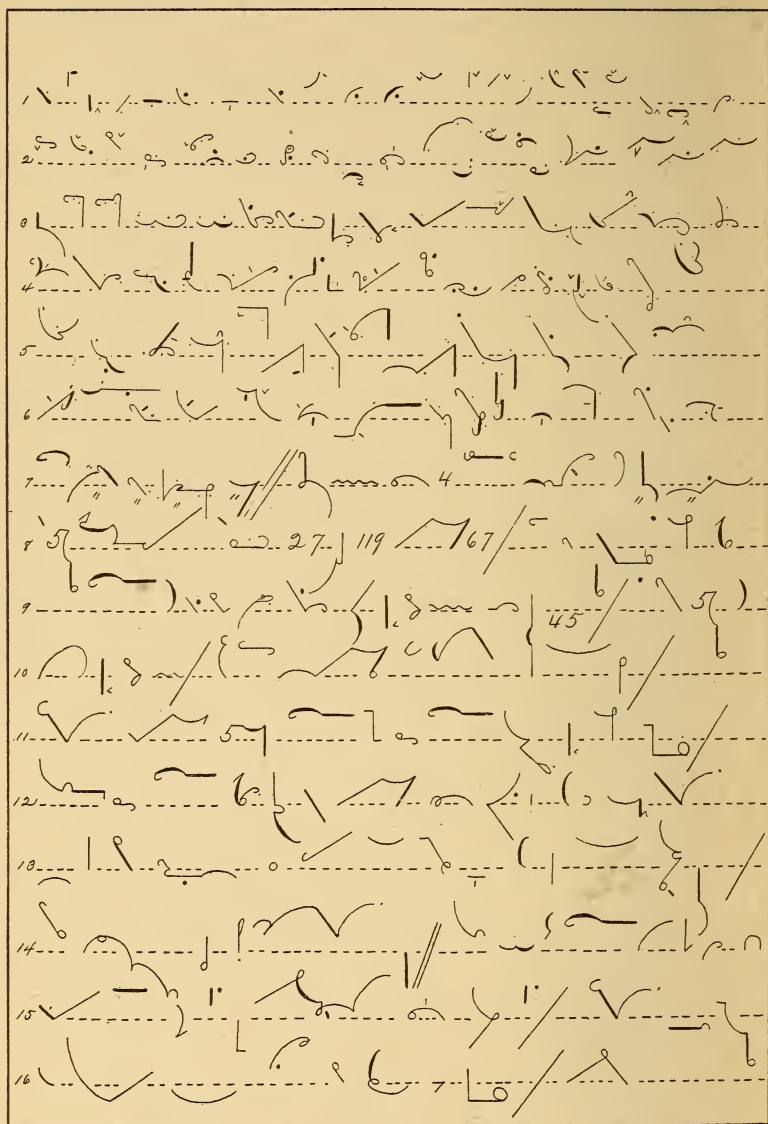
HALF-LENGTH WORD SIGNS, CONTRACTIONS AND PHRASES.

	Body (1) beauty-iful (2) habit (3) about (4)
	behind (1) abundant (2) bounty iful (3)
	till-it (1) told (2) until-it (3)
	constant (1) extent (2) extant, is-at-hand (3)
	did-not (1) do-not (2) had-not (3)
	I did-not (1) I-do-not (2) I-had-not (3)
	gentlemen (1) gentleman (2) imagined (3)
	quite (1) could (2) act (3)
	cannot, kind, quantity (1) account, county (2) countenance (3)
	skilled (1) exclude (2) seclude (3)
	accord-ing, creature (1) cared, court, occurred (2) accurate, cured (3)

σ	secret (1)
--σ-----	secretary (2)
σ	secured (3)
↘	if-it, feature (1)
---↘---	after, for-it (2)
future (3)	
)	is-it (1)
---.)---	an-it, has-it, hesitate-ation (2)
	used (3)
↘	Lord, read, ordinary (1)
---↘---	heard (2)
yard, hard (3)	
↘	mind (1)
---↘---	amount, am-not, may-not, mental
	movement (3)
↘	not, interior (1)
---↘---	nature, note (2)
	anterior (3)
↘	need (1)
---↘---	hundred-th, under, commend (2)
	owned, hand, command (3)
↘	in-order (1)
---↘---	in-order-that (1)
	in-order-to (1)
↘	except, September (2)
---↘---	accept (3)
	put (4)
↘	particular, appeared, operate (1)
---↘---	opportunity, pretty (2)
	superintendent (3)
↘	spirit (1)
---↘---	separate (2)
	subsequently (2)
↘	until-after (3)
---↘---	at-any-rate (3)
	at-all-events (3)
↘	called, equalled, quality (1)
---↘---	toward (2)
	conclude (3)
—	God (1)
--- —	good (2)
	great (2)
((thought (1)
--- ((that (1)
	without (2)

	astonish-ed-ment, east, high-est (1)		England (1)
	establish-ed-ment (2)		is-not (1)
	exact (3)		has-not (2)
	authority (1)		want (1)
	throughout (2)		went (2)
	wished (1)		at-hand, attained (3)
	little (1)		validity (1)
	let (2)		valid, valued (3)
	let-us (2)		voluntary-ily (1)
	will-not (1)		which-will-not (1)
	we-will-not (1)		it-will-not (1)
	I-will-not (1)		practicable-bility (3)
	concealed (1)		acknowledged (1)
	seldom, sold (2)		afterward (2)
	world (2)		forward (2)
	we-are-not (1)		inconsistent (1)
	were-not (2)		indiscriminate-tion (1)
	word (2)		indispensable (2)
	arrived (1)		intelligence (2)
	hereafter (2)		intelligent (2)
	heretofore (2)		intelligible (2)
	are-not (2)		interest (2)
	concerned (2)		understand (2)
	around (3)		understood (2)
	might-y, meet (1)		manuscript (2)
	somewhat (1)		transcript (2)
	sometime (2)		onward (1)
	we-may-not (1)		
	immediate-ly (1)		
	made (2)		

LESSON XIV.



LESSON XIV.

Write the following words and letter in shorthand:

1 Bought	35 settlement	69 empty
2 tight	36 statement	70 acute
3 debt	37 defect	71 write
4 cheat	38 loaded	72 vacate
5 caught	39 crowd	73 hallowed
6 got	40 redeemed	74 hurried
7 feet	41 refund	75 allied
8 lot	42 ultimate	76 vendor
9 meet	43 appellant	77 regard
10 neat	44 apparent	78 tontine
11 bid	45 insert	79 tickets
12 deed	46 estimation	80 named
13 grand	47 execute	81 cement
14 loaned	48 corporate	82 received
15 joined	49 freedom	83 remit
16 bright	50 appropriate	84 cattle
17 freight	51 fiat	85 attached
18 paved	52 inviting	86 ready
19 drained	53 copartner	87 between
20 impatient	54 cordially	88 agreement
21 drafts	55 congratulate	89 bond
22 convened	56 remote	90 verdict
23 cautioned	57 repeat	91 confident
24 street	58 replied	92 divided
25 held	59 discount	93 prompt
26 erred	60 enjoined	94 resident
27 send	61 swift	95 detect
28 indeed	62 lots	96 incurred
29 estimate	63 floods	97 suspend
30 esteemed	64 counts	98 agent
31 illustrate	65 violates	99 treaty
32 duplictae	66 conducts	100 treat
33 probate	67 retail	
34 record	68 grantor	

Mr. Peter L. Flint,
Philadelphia, Pa.

Dear Friend,—Yours of Oct. 8th at hand and contents noted. We have no goods of the kind mentioned, but if you wish we could have the lot made for you. It will take about two or three weeks to get them finished in good shape. Let us know by return mail what you need, and we will have them sent to you freight prepaid.

Replying to your esteemed favor of the 7th ult. would say we cannot accept your offer at the price named. We cannot sell these goods for less than \$1.25 as they are in great demand, and heretofore there have been no complaints made, but if you are not satisfied, please return them and we will refund the amount paid less the expense of freight.

We regret that we have not been able to forward you quotations as you requested some time ago, but as soon as we ascertain what they are we will notify you and your superintendent.

We would be glad to receive your future orders.

Yours truly,

REVIEW QUESTIONS.

On Final Hooks and Expedients.

1. What two letters are represented by a small final hook on the Iss-Circle side of straight strokes? What letter to the curved stroke by a small final hook?
2. A vowel placed after a stroke with a small final hook is read when?
3. How is the Iss-Circle added to the F-Hook? To the N-Hook?
4. What three words may be added to word signs by the use of the F-Hook? What two words by the use of the N-Hook?
5. How should the final syllables Fer and Ver coming after a straight stroke be written?

6. How are the syllables Shon and Tive represented? What is the rule in regard to the use of the Tive-Hook on curves?

7. Give the rule for vocalizing the Eshon-Hook.

8. When SH and N are the only consonants in a word, how are they to be represented?

9. May the Iss-Circle be added to the Shon, Tive or Eshon Hooks?

10. Lengthening Ing adds what syllables? Lengthening any other stroke?

11. A vowel placed after a lengthened stroke is read when?

12. When a vowel occurs after the sound usually added by lengthening, what do you do?

13. What three words may be added to word signs by lengthening them?

14. What two letters may be added by halving a stroke? What determines which letter is added?

15. Give the names of half-length Pee, Dee, Dhee and Zee.

16. May the halving principle be used in the middle of an outline?

17. It is always necessary to express each vowel in a word?

18. What four strokes are never halved unless they have a loop or an initial or final hook?

19. A vowel placed after a half-length stroke is read when?

20. When is the T or D read with reference to a final hook on a half-length stroke?

21. An Iss-Circle on a half-length stroke is read when?

22. What four strokes are shaded to indicate that D follows?

23. Do the strokes shaded to add D take either a final or an initial hook?

24. What is the rule in regard to half-length Ray?

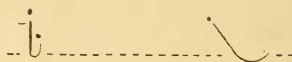
25. Give three occasions when the adding of T or D to a word cannot be indicated by halving the stroke.

LESSON XV.

CONTRACTIONS AND EXPEDIENTS.

Prefixes.

ACCOM is represented by a heavy dot written at the beginning of a stroke; as,



accommodation, accompany

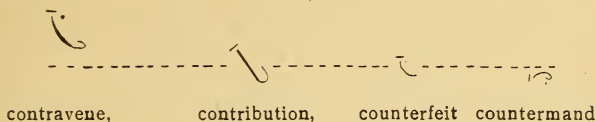
CIRCUM and SELF are represented by the Iss-Circle written beside the stroke; as,



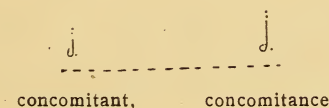
circumference, circumspect, self-denial self-important

CONTRA, CONTRO, CONTRI and COUNTER are

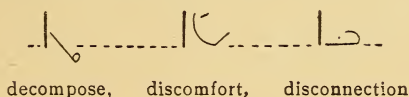
represented by a tick written at right angles at the beginning of a stroke; as,



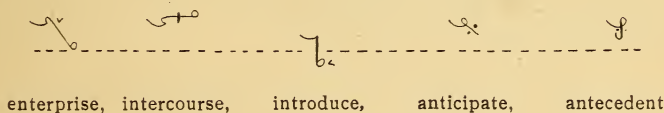
CONCOM is represented by two light dots, one above the other; as,



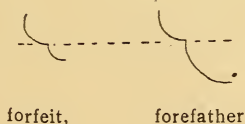
DECOM, DISCOM, DISCON are represented by Dee written near the beginning of a stroke; as,



ENTER, INTER, INTRO, ANTI and ANTE are represented by Net either joined or disjoined; as,



FOR and FORE may be represented by Ef; as,



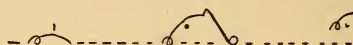
INCOG, INCOM, INCON, INCUM are represented by

En written above the line near or partly over the stroke; as,



incognito, incomplete, incontestable, incumbrance, incumber

IN may be represented by the Back-Hook In; as,



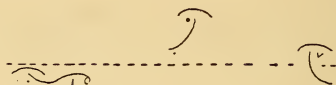
in-some, in-his-labors, in-his-light

IRRECON is represented by Ar near the stroke; as,



irreconciliation

MAGNA, MAGNE and MAGNI are represented by Em written over the stroke; as,



magnanimous, magnesia, magnify

MISCOM and MISCON are represented by Ems written over the stroke; as,



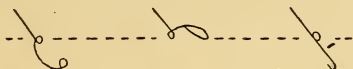
miscompute, misconception

NONCOM and NONCON are represented by Nen written over or through the first stroke; as,



noncommittal, nonconductor

POST is represented by Pees; as,



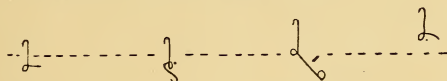
post office, postmaster, postpone

RECOG, RECOM, RECON, RECUM are represented by disjoined Ray; as,



recognize, recommend, reconciliation, recumbent

TRANS is represented by Ters; as,



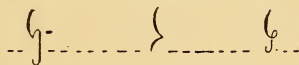
transact, transplant transpose, transmit

UNCOM and UNCON are represented by En written on the line near the beginning of a stroke; as,



uncompressed, unconstrained

WITH as a prefix is represented by Dhee; as,



withdrawn, withhold, withstand

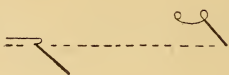
Word signs are sometimes used as prefixes; all word signs except "Under" retaining the position they have as word signs; as,



afterthought, afterward, altogether, although, undertake, undertook

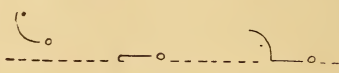
Suffixes.

BLE and BLY are represented by joined Bee when Bel cannot be conveniently used; as,




 questionable, sensibly

BLENESS, FULNESS and SOMENESS are represented by a small circle at the end of a stroke; as,



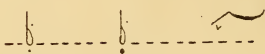
 feebleness, carefulness, irksomeness

FORE and FAR are represented by Ef; as,




 therefore, so-far, as-far-as

ING is represented by a light dot and INGS by a heavy dot at the end of a stroke; and sometimes by the stroke; as,



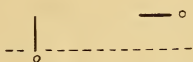
 testing, testings, writing

INGLY and ING DHER are represented by a heavy disjoined tick; as,




 knowingly, doing-their, going-there


ING-HIS and ING-US may be represented by the Iss-Circle written in the place of the Ing-Dot; as,


 doing-his, giving-us

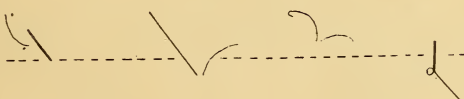
LESSNESS is represented by a large circle written at the end of a word and disjoined; as,


 carelessness, thoughtlessness

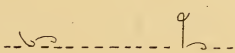
LOGY and ALOGY are represented by Jay either joined or disjoined; as,


 theology, physiology, mineralogy

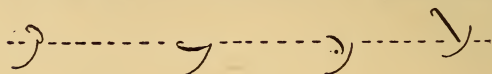
BILITY, LARITY, MALITY, PARITY are represented by disjoining the stroke from the preceding part of the word; as,


 affability, popularity, formality, disparity

MENTAL and MENTALITY are represented by Ment written near the end of the stroke; as,

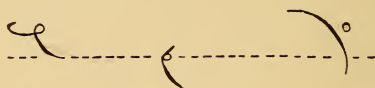

 fundamental, instrumentality

SHIP is represented by Ish joined or disjoined; as,



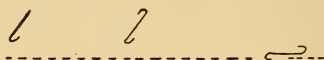
friendship, ownership, hardship, membership

SOEVER is represented by Iss-Vee joined, and Iss disjoined; as,



whensoever, whosoever, whithersoever

FUL and FULLY may be represented on full length straight line consonants by the F-Hook; as,



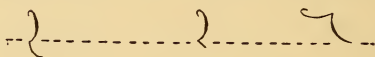
joyful, cheerfully, carefully

THEIR, THERE and THEY-ARE may sometimes be represented by a heavy tick, called the Dher-Tick, written in the direction of Bee or Jay; as,



because-they are were-you-there

A word sign may be used to represent a suffix; as,



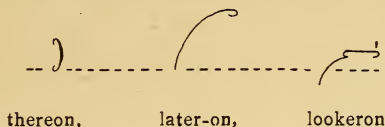
thereafter, thereto, whenever

In order to distinguish "Of" from "To," "Of" is disjoined; as,



thereof

ON is sometimes represented by the N-Hook; as,

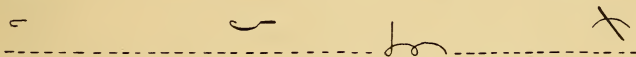
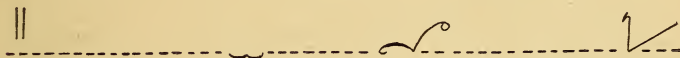


PHRASES.

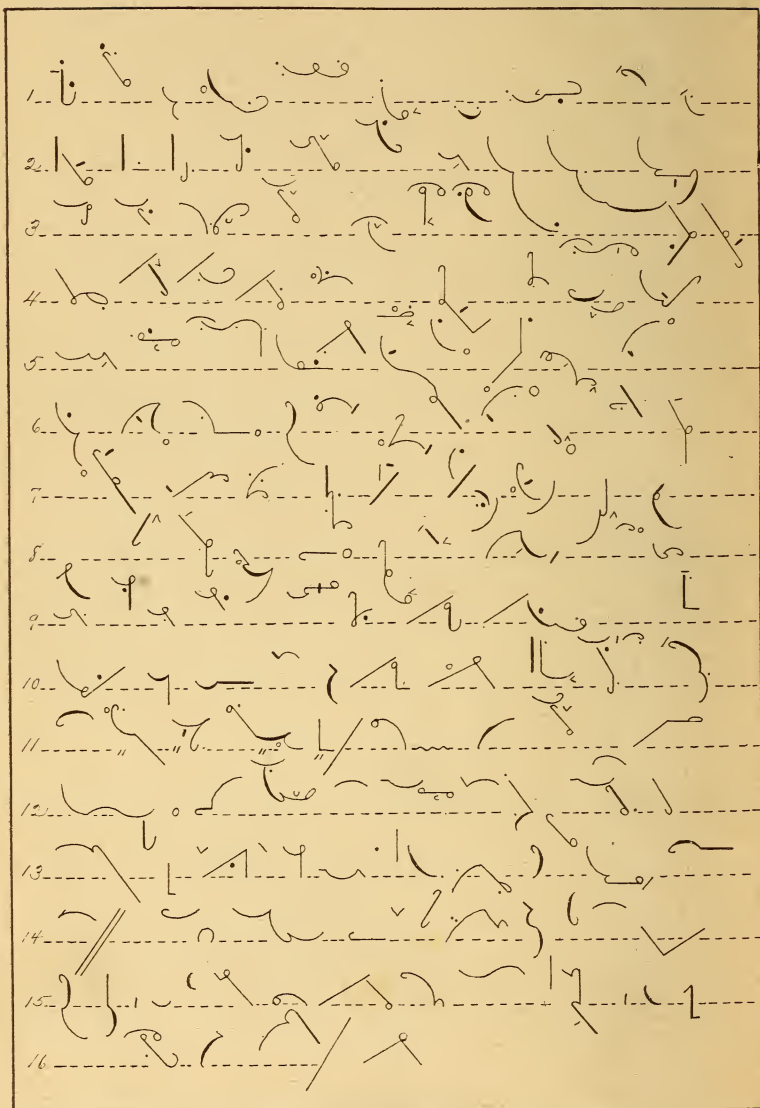
Phrases may be formed by the omission of any word which can be readily supplied to make complete sense ; as,



year-after-year
year-by-year



LESSON XV.



LESSON XV.

Write the following words and letter in shorthand :

1	accomplice	35	incumbent	69	burdensomeness
2	accompany	36	incommode	70	wherefore
3	afternoon	37	magnify	71	knowingly
4	circumference	38	misconception	72	heedful
5	self-denial	39	miscompute	73	helpful
6	conceit	40	noncontagious	74	endearingly
7	communicate	41	post office	75	needlessness
8	contravene	42	postman	76	heedlessness
9	countersign	43	postal card	77	lawlessness
10	contribute	44	reconsider	78	helplessness
11	discommode	54	recognize	79	helpfulness
12	interview	46	reconnoiter	80	sinfulness
13	interpose	47	self-evident	81	amazingly
14	intercourse	48	self-conceit	82	listlessness
15	intermission	49	self-improvement	83	posterity
16	interchange	50	transpose	84	supplemental
17	introduce	51	translation	85	instrumental
18	foreseen	52	translator	86	regimental
19	transplant	53	decomposition	87	monumental
20	unrecompensed	54	disconnection	88	forcibleness
21	unconscious	55	disconcert	89	theology
22	foresworn	56	counterbalance	90	physiology
23	undertake	57	counterpart	91	courtship
24	altogether	58	contravention	92	wheresoever
25	magnitude	59	magnifyer	93	truthfully
26	selfish	60	magnified	94	hatefully
27	recommend	61	disparity	95	respectively
28	foreclose	62	sensible	96	charmingly
29	self-knowledge	63	accountable	97	cognition
30	self-same	64	knowableness	98	contraband
31	intertwine	65	serviceableness	99	non-concur
32	continue	66	carefulness	100	non-content
33	aforesaid	67	watchfulness		
34	inconvenience	68	gladsomeness		

Dear Friend,—I received a postal from the postmaster this afternoon, in which he said there was a letter of mine in the post office undelivered for the want of a stamp, and upon applying at the office, I found it was one I had sent you several days ago in reply to your request for a recommendation, and I enclose with this what I think will be serviceable to you.

I trust that you will meet with success in your new enterprise, and hope the same will grow into popularity with the people. In your transactions, I want you to recognize my friendship for you is such that you will feel at perfect liberty to call upon me for any assistance I may be able to render.

I had an interview with one of the most sensible business men in your township the other day in which I mentioned your plan, and he was amazingly taken with it even in its present incomplete state, and thinks he can use it in his own business quite profitably, so it is self-evident it will make friends wherever introduced.

If you will pardon this effusive epistle, I will promise most positively to refrain in the future from forcing myself to your notice on this subject.

Yours fraternally,

SHORTHAND NOMENCLATURE.

The figures 1, 2 and 3 denote first, second or third position, while 4 indicates that the stroke is written entirely below the line commencing at the line of writing.

The hyphen written between strokes denotes that the strokes are to be joined.

The colon denotes that the strokes are to be disjointed and written near the other portion of the word.

The dagger denotes that the stroke following is to be written through the preceding one.

WORD SIGNS, CONTRACTIONS AND PHRASES.

A

- A, an, and Dot²
 ability Blet¹
 able Bel²
 able to Blet²
 able to have Blef²
 about Bet⁴
 abstract Bee³-Ster
 abundant Bend²
 accept Spet³
 accession Kayseshon²
 accident Sdent²
 accord-ed-ance-ing-ly Kred¹
 accounted Kent²
 accurate Kret³
 acknowledge-ment Kay-Jay²
 acknowledged Kay—Jed¹
 accuracy Ker³
 accusation Kayseshon³
 acquaint-ed-ance Kay²-Net
 acquisition Kayseshon¹
 active-ly-ity Kaytive³
 addition Deeshon³
 administer Dee³-Ster
 administration Dee³-Stershon
 admonish Dee³-Men
 advance Def³
 advancement Des³-Ment
 advantage Jay²
 advertise-d-ment-er Dee³
 affect Ef³
 affection Efshon³
 affliction Efshon³
 after Fet²
 afterward Fet²-Werd
 again Gen²
 agency Jay²-Es
 aggregate Ger²-Gay
 ago Gay²
 all Betoid¹
 all of, have Beftoid¹
 all right Betoid¹-Ray-Tee
 all the Betoid¹-Chetoid
 almost Betoid¹-Emst
 alone Len²
 along Ing³
 already Detoid¹
 although Betoid¹-Dhee³
 altogether Betoid¹-Gay
 also Lay²-Es
 always Lay²-Ways
 am Em²
 am not Ment²
 America Em²-Kay
 American Em²-Ken
 amount Ment²
 and a Ketoid²-Tetoid
 and all, and will Keltoid²
 and but Ketoid-Tetoid²
 and he Ketoid-Chetoid²
 and should Ketoid-Chetoid²
 and the Ketoid²-Chetoid
 angel Jel²
 angelic Jel²-Kay
 annual Nel³
 another Enther²
 another one Enthern²
 anterior En³
 any one Nen¹
 any En¹
 anybody En-Bed¹
 any other Enther¹
 any other one Enthern¹
 anything En¹-Ing
 anywhere En-Wer¹
 appear Per¹
 appeared Pret¹
 appearance Prens¹
 appertain Pee³-Ret-En
 appliance Plens³
 applicable-ity Pel³-Kay
 applicant Plent³
 application Pelshon³
 apply Pel³
 applied Pled³
 apportion-ment Pee³-Rashon
 apprehend Prend³
 apprehension Pren³
 apprehensible Prens³

approbation Per³-Beeshon
 appropriation Per²-Pershon
 approve Pref³
 approved Preft³
 April Prel²
 arbitrary Ar³-Bet
 are Ar²
 are not Arnt²
 arrange-ment Ray²-En-Jay
 arrive Ref¹
 arrived Reft¹
 are of, are to have Ref²
 as Iss²
 as a Iss-Ketoid²
 as is Ses²
 as has Ses²
 as it Zet²
 as it were Ster³
 as not Sent²
 as soon as Ses-Ens²
 as the Iss²-Chetoid
 as there, as their Zeether³
 as to a Iss²-Tetoid
 as to the Iss²-Petoid
 assembly Es²-Em
 assignment Es¹-Ment
 assist-ed-ance Es²-Steh
 association Es-Iss-Eshon²
 assure Sher²
 assurance Sher²-Ens
 astonish-ed-ment Est¹

at Tee³
 at all Tel³
 at all times Tel³-Tees
 at any rate Tee³-Nert
 at first Teest³
 at hand Tend³
 at least Telst³
 at length Tlen³
 at one Ten³
 at once Tens³
 at our Ter³
 at our own Tren³
 attain Ten³
 attainment Tee³-Ment
 attend Tend²
 attract Ter³
 attraction Tershon³
 attractive Tref³
 authority Tret¹
 average Vee³-Jay
 averse Vers³
 aversion Vershon³
 avert Vert³
 avoid-ed-ance Ved¹
 avocation Veeshon³
 aware Wer³
 away Way³
 awe Detoid¹
 awe of Deftoid¹
 ay I¹
 aye I¹

B

Bachelor Chler³
 balance Blens³
 bank Bee³-Ing
 banker Bee³-Inker
 be Bee²
 been Ben²
 been there Beedher²
 beauty-iful Bet²
 because Kays¹
 become Bee²-Kay
 before Bef²
 began Gen³
 begin Gen¹

begun Gen²
 behind Bend¹
 behold Bled²
 belief Blef²
 believe Bel²
 belong Bel¹
 Benjamin Bee²-En-Jay
 better Bet²-Ray
 better than Bet²-Ren
 between Bet¹-Wen
 beyond Yuh¹
 body Bed¹
 houny-iful Bent³

brethren Bren³
 brother Ber³
 build-t Bled¹
 business Bees¹
 but Tetoid²
 but all Teltoid²
 but are Tretoid²
 but are not Trentoid²

but not Tentoid²
 but will Teltoid²
 but will not Tlentoid²
 by Bee¹
 by all Bel¹
 by his, by us Bees¹
 by our Ber¹
 by return mail Bee† Em¹

C

Calculate-d-tion Kel³
 California Klef¹-Ray
 call Kel¹
 call forth Klef¹
 call your attention Kel-Yay²-Enshon
 called Kled¹
 can Ken²
 cannot Kent¹
 capable-y Kay-Bel²
 capability Kay: Bee²
 capacity-cious Kay-Pee²
 capital-tol Kay-Pet³
 captain Kay-Pet³
 care Ker²
 cared Kred²
 careful Kref²
 carpenter-y Ker-Pent²
 certain Iss-Ret²
 certificate Iss-Ret¹-Ef
 certify Iss-Ret²-Ef
 cessation Ess²-Iss-Eshon
 chair Cher²
 change Chay²
 character Ker²-Kay
 characteristic Ker²-Kayst
 charge Chay³
 charity Chert³
 cheer Cher¹
 cheerful Cherf¹
 child, childhood Chelt¹
 children Chel²
 christian-ity Kren¹
 christianize Krens¹
 circumstance Stens³
 circumstantial Sten³
 citizen Steel¹
 clear Kler¹
 clerk, clerical Kler²

Co. Kay²
 come Kay²
 combination Ben¹
 combine Ben¹
 comfort Ef²-Ret
 commence Ens²
 commencement Ens²
 commerce Kay²-Mers
 commercial Kay²-Mer
 common Kay¹
 commonest Kayst¹
 company Pee²-En
 collateral Kay²-Layter
 collect Kel²-Kay
 color Kler²
 complete Plet¹
 completion Pelshon¹
 complied Pled¹
 comply Pel¹
 compliance Plens¹
 complexion Pelshon²
 comprehend Prend²
 comprehension-ible-ity-ive Pren²
 concern Sarn²
 conclude Kled³
 conclusion Kelshon³
 conclusive Kels³
 condition-al, Deeshon²
 conform Con Dot Fer¹
 consequence Skens¹
 consequent Skent¹
 conservative Iss-Ray²-Vee
 consider Sder²
 considered Sdred¹
 consideration Sdershon²
 consist Ses-Teel¹
 consistency Ses-Ten¹
 constancy Sten¹

constant Stent¹
 constituent Steh-Tent¹
 constitution Steh-Teeshon²
 construct Ster²
 construction Stershon²
 constructive Stref²
 consume Sem³
 consumed Smed³
 consumption Semption²
 contain Ten¹
 contained Tend¹
 contemplate-ation Tee²-Emp
 contents Tents¹
 contingency Tee²-En-Jay
 contract Ter²
 contraction Tershon²
 contradict Dee¹
 contradiction Deeshon¹
 contrive Tref¹
 control Trel²
 convenience Ven¹
 convenient Vent¹
 conviction Veeshon¹

conversion Vershon¹
 convert Vert¹
 correct Ker¹
 correction Kershon¹
 correspondent Ker-Spend¹
 could Ked²
 could not Ked²Net
 country Kay²
 countryman Ken³
 countrymen Ken²
 county Kent²
 countenance Kent³
 course Kers²
 court Kret²
 cover Kef²
 creature Kret¹
 creation Kershon²
 cross examination Ker²-Smeⁿ
 cross examined Ker²-Smend
 cure Ker³
 cured Kret³
 curious Kers³

D

Danger Jer²
 dangerous Jers²
 dark Der³
 darkness Drens³
 dear Der²
 December Dees²-Em
 defendant Dee²
 defense Def²
 deficient-cy Dee²-Ef-Shay
 degree Ger¹
 delight-ed Dlet¹
 delinquent Dlen¹
 delinquency Dlen¹
 deliver Del²
 denominate-tion Den¹
 depend-ent-ence-y Dee²-Pend
 derive-ation Dref¹
 derision Dershon¹
 derogatory Der²-Get
 describe Sker¹
 description Skershon¹
 descriptive Skref¹
 deserve Dees²-Ray

designate Dees²-Gay
 destruction Dee²-Stershon
 diameter Dee²-Emter
 did Ded¹
 did not Dent¹
 differ-ent-ence Def²
 difficult-y Kel²
 direct Der²
 direction Dershon²
 director Der²-Ter
 directory Der²-Ket
 disadvantage Dees²-Jay
 discharge Dees²-Chay
 discover Dess²-Kef
 discrepancy Dees²-Kay-Pee
 distinct-ion Deest²
 distribution Deester²-Beeshon
 divine-ity Def¹
 do Dee²
 doctor Der¹
 doctrine Dren¹
 dollar Dee¹
 domestic Dee²-Ems-Kay

done Den²
do not Dent²
down Den³
down there Deedher³

duration Dershon³
during Der³
during all Drel³

E

Each Chay¹
each are Cher¹
each of Chef¹
each one Chen¹
each will Chel¹
east Est¹
eastern Estern¹
eccentric-ity Kays²-Enter
economy-ic-ally Ken¹-Em
effect Ef²-Kay
efficient Ef²-Shay
either Dher¹
electro-ic-ity El²-Kay
emphatic-ally Em-Fet²
endeavor En-Def²
engagement En-Gay-Jay²
England Ingend¹
English Ing¹
enter-Enter²
entertainment Ent-Tee²-Ment
enthusiast-ic-m En-Ith²-Ses
entire Enter¹
entitle En-Tee¹
envelope En-Vee²-Pee
equal-ly Kel¹
equalled Kled¹
equivalent Kay-Vee²
especial-ly Es²-Pee
essential Es²-En
establish-ed-ment Est²
eternal Trer²
eternity Tren²
evangel-ical Jel³
even Ven¹
ever Vee¹
every Ver²
every one Vern²
evident-ce-ly Ved²
exact Sket³
exaction Skayshon³
exaggerate-d-Sjert²

examine-ation Smen²
example Semp³
exasperate-ed-ation Ses-Pee³
exceed-ing-ly Sdee¹
except Spet²
exception Speeshon²
exchange Kays-Chay²
exclude Skled²
exclusion Skelshon²
exclusive Skels²
excuse Skays³
executor Kays²-Ray
exemplify-ied Semp²
exercise Kayses²
exhibit Sbet¹
exhibition Sbeeshon¹
existence Ses-Tens²
exist Ses-Tee²
expand Spend³
expansion Spen³
expanse Spens³
expend-iture Spend²
expense Spens²
expensive Spen²
expect-ation Spee²
experience Sprens²
experiment Sper²-Ment
explain-ation Splen²
explicit Spels¹
explore-ation Spler²
express Spers¹
expression Spershon¹
exquisite Skays¹
extemporaneous Stemp²
extend-t Stend²
extension Sten²
extenuation Sten²-Shen
exterior Kayst²
external Ster¹
extinction Kays-Tee²
extinguish Kays-Tee²

extract Ster³
 extraction Stershon³
 extraordinary Ster²-Ard
 extravagant Stref²

extreme Ster²
 extremity Ster²-Tee
 extrinsic-al Stren¹
 eye I¹

F

Fact Ef²
 faculty Ef²-Klet
 fail Fel²
 failure Fler²
 fall Fel¹
 fallen Flen¹
 false Fels¹
 familiar Ef²-Em
 family Mel³
 farther Ferdher²
 fashion Efshon²
 fault-y Flet¹
 favor Ver³
 feature Fet¹
 February Ef²-Bee
 feel Fel¹
 fell Fel²
 fellow Fel²
 few Ef³
 fiction Efshon¹
 fill Fel¹
 financial Fen²-En
 first Steh Loop²
 flexion Felshon²
 Florida Fler¹-Dee
 follow Fel¹
 follower Fler¹
 fool Fel³
 for Ef²
 for all Fel²

for all our Fler²
 forever Ef²-Vee
 for his, for us Efs²
 for instance Ef²-Stens
 for one Fen²
 for our Fer²
 form Fer¹
 formal Fer¹-Lay
 former Fer¹-Ar
 formation Fershon¹
 fortune-ate Ef¹-Ret
 forward Ef²-Werd
 found-ed-ation Fend³
 fraction Fershon²
 frank-ness Fer³-Kay
 Franklin Fer³-Klen
 fraternal-ly Fertern²
 free Fer²
 frequency Fren¹
 frequent Frent¹
 from Fer²
 from one Fren²
 from time to time Tee:Tee¹
 fruition Fershon³
 full-y Fel²
 furnish Fren²
 furniture Fren²
 further Ferdher²
 further than Ferdhern²
 future-ity Fet³

G

Gave Gef²
 general-ly Jen²
 gentleman Jent²
 gentlemen Jent¹
 geography Jay²-Ger
 give-n Gay¹
 go Gay²
 glory-fy-ied Gel²

glorification Gelshon²
 glorious Gels²
 God Ged¹
 good Ged²
 govern-ed-ment-al-or Gef²
 great Gret²
 grand-eur Grend³
 guilt-y Glet¹

H

Habit Bet³
 had Dee³
 had not Dent³
 half Ef³
 happy Pee³
 happen Pen³
 happiest Peest³
 happiness Pens³
 has Iss²
 has as Ses²
 has it Zet²
 has known Snen²
 has not Snet²
 have Vee²
 have been Ven²
 having been Ven²
 he Retoid²
 heard Ard²
 her Ar¹
 hear Ar¹
 here Ar¹

herself Ars¹
 hereafter Reft²
 heretofore Ret²-Ef
 hesitate-ancy-ation Zet²
 high I¹
 highly Petoid¹-Lay
 higher Ar¹
 him Em²
 himself Ems²
 his Iss¹
 his is Ses¹
 holy Hay³
 home Em³
 hope Pee³
 hopeful-ly Pef³
 hope to have Pef³
 how Retoid³
 how the Retoid³-Chetoid
 however Vee³
 hundred-th End²

I

I Dipthong¹
 I am, I may Petoid¹-Em
 idle-ness Del¹
 identical-ly Ded²-Kel
 if Ef¹
 if all our Fler¹
 if his Efs¹
 if one Fen¹
 if it Fet¹
 ignorance Nerns¹
 ignorant Nernt¹
 imagine-ation Jen³
 imagined Jend³
 immaterial-ly Emter¹-Lay
 immediate-ly Med¹
 immoral Merl¹
 immortal-ity Mert¹
 importance-ant Emp¹
 impatience Empshons²
 improve-d-ment Emp²
 impossible-ity Emps¹
 improper Em-Per¹

in En¹
 in all Nel¹
 inconsiderate In-Sdret¹
 inconsistent En-Ses-Tent¹
 indemnify-ity End¹-Em
 indiscriminate Ends¹-Kay
 indispensable Ends-Pens²
 infer En-Ef²
 inferior En-Ef¹
 influence Ens¹
 influenced Enst¹
 influential En-Shel¹
 initial-ly En-Shel²
 inform En-Fer¹
 information Enshon¹
 inhabitant En-Bet²
 in one Nen¹
 in order Nerd¹
 in order that Nerd¹-Dhet
 in order to Nerd¹-Petoid
 in our Ner¹
 inquire-y En-Wer¹

in reference Ner-Ef²
 in regard Ner¹-Ged
 in reply Ner-Pel¹
 in respect Ner¹-Spee
 inscription In-Skershon¹
 instinct, inst. Enst¹
 instruct In-Ster²
 instruction In-Stershon²
 instructor In-Ster²-Ter
 instructive In-Stref²
 insure-ance En-Sher²
 intelligence Ent-Jens²
 intelligible Ent-Jay²-Bel
 intelligent Ent-Jent²
 interest Ent-Stee²
 interfere Ent-Ef¹
 interior Ent¹
 internal-ly Ter¹
 in their own Enthern¹
 into En-Tee²
 invent-ed-ory En-Vent^r
 Iowa Way¹

irrational Rayshon¹
 irregular-ly Ar²-Gay
 is Iss¹
 is a Sketoid¹
 I said Retoid-Sdee²
 is his Ses¹
 is it Zet¹
 is known Snen¹
 is not Snet¹
 is said Ses-Dee²
 is the Iss-Chetoid¹
 is to Iss-Petoid¹
 is there Zeedher¹
 issue Ish³
 it Tee²
 it is Tees²
 it has Tees²
 its Tees²
 itself Tees³
 it will Tel²
 it will not Tlent¹
 I will Petoid¹-Lay

J

January Jay²-En
 Jesus Jay²
 June Jen³

junior Jen³
 jury Jer³
 just-ice Jayst²

K

kind-ly Kend¹
 kingdom Kay¹
 knew En-Chetoid²

know En²
 knowledge En-Jay²
 known Nen²

L

language Ing²
 large Jay³
 larger Jer³
 learn Len²
 legislature-ive-ion Lay²-Jay
 legitimate Lay²-Jet
 length Ing³
 let Let²
 let us Lets²

liberty Ber¹
 little Let¹
 locality Lay²-Klet
 long Ing³
 longer Inger³
 longer than Ingern³
 Lord Ard¹
 lumber Lay²-Ber

M

Made Med²
 make Em²
 make his Ems²
 man Men²
 manner Ner²
 manuscript Em-En-Skay-Pet²
 Massachusetts Ems-Chay³
 material-ly Emter²-Lay
 matter Emter²
 may Em²
 may be Emb²
 may have been Emben²
 may not Ment²
 me Em¹
 measure-ment Zher³
 meet Met¹
 member Ber²
 men Men¹
 mental-ity Ment²
 mention Emshon²
 mercy-iful Mer²
 mere-ly Mer¹
 Messrs. Ems²-Rays

method Em-Thed²
 might-y Met¹
 million Mel¹
 mind-ed Mend¹
 moral-ly-ity Merl²
 more Mer²
 more or less Mer²-Lays
 more than Mern²
 morning Men¹
 mortal-ity Mert²
 mortgage Mer¹-Gay
 movement Ment³
 Mr. Mer¹
 Mrs. Ems-Es²
 much Chay³
 much will Chel³
 multitude Melt²
 multiply-ied Melt²
 must be Ems²-Bee
 must have Ems²-Vee
 my Em¹
 myself Ems¹

N

Nature Net²
 naturally Net²-El
 near Ner¹
 nearly Nerl¹
 Nebraska En-Bee³
 necessary-ily En-Ses²
 need Ned¹
 neglect En²-Gay
 negligent En²-Gel
 neither Enther¹
 Nevada En-Vee³
 never En-Vee²
 nevertheless En† Vee²
 new En-Chetoid²
 next Enst²
 no En²
 nobody En²-Bed
 none Nen²
 no less Nels²

no one Nen³
 no other Enther³
 no other one Enthern³
 nor Ner¹
 north Ner¹
 northern Northern¹
 North America Ner¹-Em
 North Carolina Ner¹-Ker
 not Net¹
 nothing En-Ith²
 notify Net-Ef²
 notification Net-Efshon²
 notwithstanding En† Tee²
 November En-Vee²
 now En-Petoid²
 nowhere En²-Wer
 number Ber³
 number of Bref³

O

O Detoid²
 obedient Bed¹
 object-ed Bee²
 objection Beeshon²
 objective Beetive²
 obligation Belshon²
 observe Bees²-Ray
 obstruct Bee²-Ster
 obstruction Bee²-Stershon
 occurred Kred²
 occurrence Krens²
 October Ket-Ber²
 of Petoid¹
 of a Petoid¹-Tetoid
 of all Pletoid¹
 of course Petoid¹-Kers
 offer Fer²
 offered Fred¹
 of his Petsoid¹
 of us Petsoid¹
 of it Vet¹
 often Fen²
 of the Petoid¹-Chetoid
 of their Veedher¹
 oh Detoid²
 Ohio Hay¹
 on Chetoid¹
 one Wen²
 one of the most Wen²-Emst
 on the Retoid¹-Chetoid
 on the contrary Chetoid-Ter²-Ray
 only Nel²
 only as Nels²

onward Retoid¹-Werd
 operate Pret¹
 operation Pershon²
 opinion Nen¹
 opportunity Pret²
 opposition Peeseshon¹
 oppression Pershon³
 or Tetoid¹
 or a Tetoid¹-Ketoid
 order Arder¹
 ordinary Ard¹
 organ Gen¹
 organize Gens¹
 or if Teftoid¹
 ornamentation Renseshon¹
 or not Tentoid¹
 or the Tetoid¹-Retoid
 other Dher³
 ought Jetoid¹
 our Ar³
 ourself Ars³
 ourselves Arses³
 out Tee³
 out of Tef³
 over Ver¹
 owe Detoid²
 own En³
 owned End³
 owner Ner³
 organization Genseshon¹
 original-ly Ray¹-Jen
 or have Teftoid¹

P

Parallel Prel²
 parliament-ary Prel³
 particular Pert¹
 party Pee³
 patent Pee³
 peculiar Pee²-Kay
 Pennsylvania Pees²-Vee
 people Pel²
 per annum Per²-En-Em
 perfect Perf¹

perfection Pershon¹
 perform-er Per²-Fer
 perhaps Per²-Pees
 permanent Per²-Men
 pernicious Pren¹
 person Pers²
 Philadelphia Fled²-Ef
 phonography Fen²
 phonographer Fen²-Ray
 plaintiff Plent²

platform Plet²-Fer
 pleasure Zher²
 plenty Plent²
 portion Peeshon²
 position Peeseshon²
 possession Peeseshon³
 possible Pees¹
 posterior Pees²
 poverty Pef¹
 practice-al-ly Per³
 practicability Per³-Ket
 preliminary Prel¹
 preserve Pees²-Ray
 pretty Pret²
 prevalence Per²-Vel
 principal-ple Per²

privilege Per¹-Vel
 probable-bly Per²-Bee
 professor Perf²
 profit Profit¹
 promulgate Mel²
 proof Perf²
 prove Perf²
 prominent-ence Per¹-Men
 proper Per¹
 propriety Per¹
 property Per¹-Pee
 proportion Per²-Peeshon
 public Pee²-Bee
 punish-ment Pen²
 purpose Pee²-Pees
 put Pet⁴

Q

Quality Klet¹
 quantity Kent¹
 quarter Kay¹-Werter

question Ken²
 quit Ket¹
 quite Ket¹

R

Rapid Ray²-Ped
 rather Rayther²
 ration Rayshon³
 read Ard¹
 real Rel¹
 realize Rels¹
 realization Releshon¹
 reciprocate Rays²-Per
 recollect Ray²-Kel-Kay
 recover Ray²-Kef
 reduction Ray²-Deeshon
 refer-red-ence Ray²-Ef
 reformation Rayshon²
 regular-ly Ray²-Gay
 relate-tive-ion Rel²
 relaxation Relseshon²
 religion Jen¹
 religious Jays²
 rely Rel¹

remark Mer¹
 remarkable Mer¹-Bel
 remember Ber²
 remembrance Brens²
 repeat-ed-ly Ray¹-Pet
 represent-ed Ray²-Pee
 representation Ray²-Peeshon
 representative Ray²-Peetive
 republic Ray²-Pee-Bee
 republican Ray²-Pee-Ben
 reput-e-d-ation Ray³-Pet
 require Ray¹-Ker
 resemble Ars²-Em
 reserve Rays²-Ray
 resignation Rays²-Gay
 revelation Layshon²
 reveal-ed Ref¹
 revolution Layshon³
 rule Rel³

S

Said to have Iss-Def²
 sample Semp³
 satisfaction Steeshon³
 satisfy-ied-actory Stee³
 Saturday Ster³
 Savior Svee²
 saw Es¹
 say Es²
 see Es¹
 scale Skel²
 scholar Skler¹
 school Skel³
 scripture Sker¹
 secession Ses-Shen²
 seclude Skled³
 seclusion Skelehon³
 secular Skler²
 seclusive Skels³
 secret Skret¹
 secretary Skret²
 secure Sker³
 secured Skred³
 security Skred³
 seldom Seld²
 separate Spret²
 September Spet²
 set forth Stef²
 set off Stef¹
 several-ly Svee²
 shall Ish²
 share Sher³
 she Ish¹
 should Chetoid²
 should a Retoid²-Tetoid
 should the Retoid²-Chetoid
 should he Retoid²-Chetoid
 signify-ied-cant-ature Sgay¹
 similar-ly Sem¹
 simple-y Semp¹
 single Sing¹
 singular Sgler¹
 sister Ses-Ter²
 situation Steeshon¹
 skill Skel¹
 sk'llful Sklef¹
 so Es²

so as to Es-Iss²-Petoid
 so far Es²-Ef
 sold Seld²
 somebody Semb²
 some one Smen²
 some other Semther²
 some other one Semthern²
 something Sem²-Ing
 sometime Smet²
 somewhat Smet¹
 soon Sen²
 south Sith²
 South Carolina Sith²-Ker
 southeast Sithst²
 southwest Swayst²
 southern Sdhen²
 speak Spee¹
 special-ly-ity Spee³
 specification Speeseshon³
 spirit Spret¹
 spiritual-ly Sper¹
 spiritualize Spers¹
 spiritualization Sperseshon¹
 splendid-ly Splend²
 spoken Spen¹
 standard Sted²-Ard
 station Steeshon²
 Standard Phonography Steh-Fen²
 stenography-er-ic Steh-En²
 step by step Steh-Pee²-Steh
 stockholder Steh-Kay¹-Elder
 strange Stren²
 stranger Ster²-Jer
 subject Sbee²
 subjection Sbeeshon²
 subjective Sbeetive²
 sublime Sbel¹
 subordinate Sbee¹
 subsequent-ly Sbent²
 success-ful-ly Skayses²
 sufficient-ly Sef²-Shay
 suffocation Sefshon²
 suggest-ed-ion Sjay²
 superintend-ed-ent Sprent³
 superior-ity Spee¹
 superlative Sprel²

supplication Spelshon²
 supply Spel²
 supposition Speeseshon²
 suppress Spers³
 suppression Spershon³
 supreme Sper²
 supremacy Sper²
 sure Sher²
 surplus Spels²

surprise Spers²
 survive-al Iss-Ray¹-Vee
 suspect Ses-Pee²
 suspicion-cious Ses-Pee¹
 sustain Ses-Ten²
 suspend Ses-Pend²
 suspension Ses-Pen²
 synonym Snen¹
 system Ses-Tee²

T

Take Tee²
 taken Ten²
 technical-ly Tee²-Kay
 telegraph-ic-gram Tel²-Ger
 tell Tel²
 testify Tees²-Ef
 testimony Tees²-Em
 Texas Teeses²
 than Dhen³
 thank Ith³
 that Dhet¹
 that there Deedher¹
 the Dot¹
 thee Dhee¹
 their Dher²
 there Dher²
 them Dhee²
 themselves Dhee-Ses²
 then Dhen²
 the other Dheedher²
 the other one Dheedhern²
 therein Dher²-En
 thereon Dhren²
 thereof Dher²: Petoid¹
 thereto Dher²-Petoid
 theretofore Dher²-Retoid-Ef
 these Dhees¹
 they Dhee²
 they are Dher²
 they will Dhel²
 thine Dhen¹
 thing Ing¹
 think Ith²
 this Dhees²
 this is Dnee-Ses²
 those Dhees³

though Dhee³
 thou Dhee³
 thousand Ith³
 thought Thet¹
 through Ther²
 throughout Thret²
 through one Thren²
 thus Dhees³
 thy Dhee¹
 thyself Dhees¹
 till Tel²
 till it Tlet¹
 time Tee¹
 to Petoid²
 to a Tetoid⁴
 to all Pletoid²
 to be Bee³
 to come Kay⁴
 to-day Dee⁴
 together Gay²
 to give Gay⁴
 to have Peftoid²
 to his, to us Petoid²
 to our Pretoid²
 to the Petoid⁴
 tolerate-ation Tler²
 told Tlet²
 to-morrow En⁴-Ray
 to Betoid²
 two Betoid²
 took Tee³
 toward Tred²
 transaction Trenseshon³
 transcript Ters²-Kay-Pet
 transcribe Ters¹-Kay
 transfer Ters²-Ef

transform Ters²-Fer
transgress Ters²-Gays
transient Tershont²
trial Trel¹

true Ter³
truth Ter²
truthful-ly Tref²

U

Under End²
understand End-Stend²
understood End-Sted²
undertake End-Tee²
undertook End-Tee³
uniform En-Fer³
United States Eneses¹
universe-al Vers²
unless Nels¹
until Tel³

until after Tleft³
until it Tlet³
unto En-Tee² Vocalized
up Pee²
upon Pen²
us Es³
use Es³
use Zee³
usual-ly Zhay²

V

Value Vel³
valued Vled³
valuation Velshon³
version Vershon²
very Ver²

Virginia Vee¹-Jay
virtue Vert²
visible Vees¹
vocation Veeshon²
void-ed-ance Ved¹

W

Want Went¹
warm Wem¹
warrant-ed Wernt¹
was Zee²
way Way²
we Weh¹
we are Wer¹
we are in Wern¹
we are in receipt Wern¹-Rays-Tee
we are not Wernt¹
we are of Werf²
we know Wen¹
we may Wem¹
we may not Wemnt¹
went Went²
we were Weh¹ Weh¹
we would Weh¹ Weh¹
we will Wel¹
we will not Weint¹

well Wel²
were Weh²
were not Wernt²
what Wuh¹
whatever Tef²
whatsoever Tees²-Vee
what with Wuh¹ Wuh¹
when Wen¹
whenever Wen-Vee²
where Wer²
whereon Wern²
wherever Wer²-Vee
whether Waydher²
which Chay²
whichever Chef²
which will Chel²
which will not Chlent¹
while Wel¹
who-m Jetoid²

whoever Jeftoid²
 whole-ly Lay³
 why Way¹
 William El¹-Em
 will-ing Lay²
 will not Lent¹
 wish Ish¹
 wished Isht¹
 with Weh¹
 withal Dhel¹
 with all Dhel¹
 withdraw Dhee¹-Der
 withdrawal Dhee¹-Der-Lay
 with him Wem²
 with me Wem¹
 with my Wem¹

within Dhen¹
 without Dhet²
 with our Wer¹
 with what Weh'Weh¹
 with you Weh'Yeh¹
 woman Wemn²
 women Wemn¹
 wonder Wender²
 word Werd²
 work Wer²
 workman Wern²
 world Eld²
 would Wuh²
 would we Wuh'Wuh²
 would you Wuh'Yuh²

Y

Yard Ard³
 ye-Yeh¹
 year Yeh¹
 yesterday Ester²
 yet Yeh²
 yield Yeld¹
 you Yuh²

you were Yeh'Weh²
 you would Yuh'Wuh²
 your Yay²
 your own Yen²
 yourself Yays²
 yourselves Yayses²
 youth Ith³

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